



Training Implementation Matrix

Advanced Mixed Waste Treatment Project

Joe Hickey (Signature on file with DCR-4155)
AMWTP Training Manager

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MP-RTQP-14.20, Rev. 7	Issued: 09/26/06	Effective: 09/26/06
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REVISION LOG

Revision Number	Date Approved	Pages Affected	Description of Revision
0	01/22/02	All	Initial issue. DCR-2001-1073 Training Implementation Matrix
1	12/31/02	All	Added requirements and references to ESHPOP and HWMA/RCRA, changed MP-RTQP-14.12 to MP-RTQP-14.13 and “Conduct and Evaluation of OJT” to “Performance Assessments” in Section II.B.3 and Section III.G and III.M.2; Added “As specified in Appendix 3” to III.A.2; Revised 2 nd sentence in III.A.7 to read “Qualified positions at the AMWTP are listed in Appendix 1”; Added “topics listed in Appendix 2, which include the” to Section III.B; Changed “exempted” to “excepted” in Section III; Corrected typographical error for Retrieval Operations Manager from “Qualified” to “CCR”. Identified correct implementing procedure throughout Tables 1 and 2.
2	01/03	Page 14 Appendix 1 Page 26	Restated “Qualification” paragraph to clarify relationship between “qualification” and “CCR” and removed paragraph 8 “CCR” heading. Changed heading to read: Qualified per qualification packages and Qualification per CCR. Changed Retrieval Operations Manager from “Qualified” to “CCR” to keep in line with other Management Positions. This was incorrectly stated as a “typo” in the Revision Log dated on 12/31/02 (R1). Changed Note 2 to read: “T S Personnel may be Certified or Qualified through qualification packages, or qualified through Competence Commensurate with Responsibility (CCR).”
3	7/16/03	Page 29	Revised Skill Set Non-Destructive Examination to read as follows: Non-Destructive Examination - Retrieval Assay Equipment. Non-Destructive Examination - Real-Time Radiography (RTR)

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Revision Number	Date Approved	Pages Affected	Description of Revision
4	12/13/03	Page 9 Sec. 4 Page 12 Sec. 2 Page 13/14 Sec. A Page 21 Sec. I Page 30 Sec. A & 1 Page 30 Section 2 Page 40 Section e.	DCR # 2510. Removed reference to “Retrieval Operations Manager”. Changed sentence to read: Training Specialists are qualified in accordance with Procedure MP-RTQP-14.2, Training Staff Qualification and are qualified to instruct AMWTP personnel about the subject matter to be presented. Replace General Employee Training (GET) with Facility Access Training. Replaced “Training Action Form” with “Training Request Form” Replaced “(TAF)” with “(AMWTP Form-1010)” Replaced “INST-CD&M-11.1.1” with “INST-CD&M-11.1.2” Replaced TAF with Training Request Form. Added “Retrieval” in front of Operations Technicians. Added Section 2 for Facility Operations Technician core skills list. Replaced “GET” with “Facility Access”
5	05/04/04	All	DCR-2970. Reformatted to meet standard.
6	07/12/04	Various	DCR-3127. Revised Figure A-2 in Appendix A and Table B-1 in Appendix B.
7	04/07/05	Total Rewrite	DCR-4155. Rewrite procedure to incorporate BBWI management philosophy. Incorporate BLUE SHEET requirements per DCR-4299. Update to MP-DOCS-18.3 formatting standards. CAR 13076 – Revise TIM to reflect current organization changes. CAR 13077 – Removed technical staff position listing. The list of Technical Staff that have a direct impact on employee, facility or public safety will be developed and maintained by the Training Manager. CAR 13080 – Remove Alternatives to Education requirements and refer to the correct implementing procedure, MP-RTQP-14.3. CAR 13082 – Remove Training Staff Qualification requirements and refer to the correct implementing procedure, (MP-RTQP-14.2). Cancel BNFL-5232-TSA-RE, Training Implementation Matrix. Cancel BNFL-5232-RTQP-01-IM, Training Requirements Matrix.

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1.0 PURPOSE/SCOPE

This Training Implementation Matrix (TIM) is the Training Plan for the Advanced Mixed Waste Treatment Project (AMWTP) that defines the organization, planning, and administration of *qualification* (see def.) and training programs, and sets forth the responsibility, authority, and methods for implementing those programs. This document satisfies the requirement for a TIM as stated in AMWTP-ESH-01, Rev. 6, AMWTP Environmental, Safety and Health Program Operating Plan (ESHPOP), and in accordance with DOE Order 5480.20A and other regulatory drivers stipulated in the ESHPOP.

Suitable justification for exceptions taken to any requirement contained in DOE Order 5480.20A is included in Appendix A, as well as a cross-reference to the management procedures that implement the 5480.20A requirements. The Waste Isolation Pilot Plant (WIPP) TRU Program requirements and a cross-reference to the management procedures that implement those requirements are included in Appendix B. All of the other training regulatory drivers that are applicable to AMWTP are located in Appendix C along with a cross-reference to the management procedures that implement those requirements.

AMWTP management approves administrative changes (e.g., typographical errors, reference updates, and organizational changes), which do not affect the AMWTP implementation of the TIM. Copies of these changes are sent to the DOE Idaho Field Office (DOE-ID) for information purposes only. As required by the ESHPOP, substantive changes to the TIM must be submitted to DOE for review and approval.

2.0 ROLES AND RESPONSIBILITIES

Performer	Responsibilities
President and General Manager or designee	Ensures that clear lines of authority, responsibility and communication are established, defined and maintained, and that these relationships are documented in the form of organization charts and job descriptions for all personnel.
Training Manager	Ensures that a properly trained, fully qualified staff is maintained through the implementation of this matrix and all associated training procedures.

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3.0 AMWTP REQUIREMENTS

3.1 Organization of the Training Implementation Matrix

The TIM contains a narrative section that describes the operating organization and the training/qualification programs for positions at the AMWTP. It also includes three matrices (Appendices A, B, and C) that show the status of programs relative to the requirements of DOE Order 5480.20A and other applicable regulatory and permit requirements.

3.2 Facility Description

3.2.1 AMWTP is a Hazard Category 2 nuclear facility based upon material at risk in accordance with DOE Order 5480.23, Nuclear Safety Analysis Reports. Significant quantities of fissionable material may be encountered during retrieval and characterization of waste containers. The AMWTP facility is a transuranic (TRU) radioactive waste management facility owned and operated by the DOE. The facility is vested with the vital missions of retrieval, characterization, treatment and shipment for offsite disposal of TRU waste generated by our nation's defense activities and programs.

3.3 Facility Organization

3.3.1 Operating Organization

The President and General Manager is responsible for the overall operation of the AMWTP and all its functional organizations, including those functions reporting to the Vice President and Plant Manager, TRU Programs Manager, Vice President and Business Services Manager, ESS&H Manager, Engineering Manager, Project Control Manager, and QA Manager.

The Vice President and Plant Manager is responsible for the design, operation, maintenance, and modification of the plant, including the health and safety of employees and the protection of the environment. The Vice President and Plant Manager exercises this responsibility to manage these activities directly, or by delegation of authority through established policies and procedures.

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Line management has overall responsibility and authority for the content and effective conduct of the training and qualification program. Line management will:

- Define training and qualification requirements in each functional level and review and approve training program content.
- Review and update qualification and training programs to reflect changes to the facility, procedures, regulations, and applicable industry operating experience, and document the review.
- Define specific job positions that have a direct impact on employee, facility, or public safety and require a systematic approach to training (SAT) to determine the training requirements for each position.
- Verify that employees under their cognizance complete required training and qualification requirements.

(HWMA/RCRA Treatment Permit)
(HWMA/RCRA Storage Permit)
(HWMA/RCRA TSA IS Document)

- Verify that employees under their cognizance do not perform any unsupervised tasks until the training requirements for those tasks are completed and documented.
- Verify that subcontractor and temporary personnel who perform specialized activities are qualified to perform their assigned tasks.
- Convene and conduct qualification boards.
- Grant qualification only after assuring that all requirements (including training and examinations as required) and other specified requirements (e.g., medical examinations) have been completed satisfactorily.
- Remediate academic misconduct, including examination compromise and inappropriate classroom behavior.

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3.3.2 Training Manager

The Training Manager reports to the Vice President and Business Services Manager and is responsible for ensuring that the selected analysis, development methods, instructional quality, and documentation will meet DOE requirements. The Training Manager will:

- Provide direction to the Training organization.

(HWMA/RCRA Treatment Permit)
(HWMA/RCRA Storage Permit)
(HWMA/RCRA TSA IS Document)

- Ensure procedures are in place to guide the development, implementation and improvement of training programs and activities.

(HWMA/RCRA Treatment Permit)
(HWMA/RCRA Storage Permit)
(HWMA/RCRA TSA IS Document)

- Perform as qualifying authority for instructors after ensuring that candidates possess both instructional technique and subject matter expertise.

(HWMA/RCRA Treatment Permit)
(HWMA/RCRA Storage Permit)
(HWMA/RCRA TSA IS Document)

- Evaluate Training instructors' performance.

(HWMA/RCRA Treatment Permit)
(HWMA/RCRA Storage Permit)
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- Ensure that AMWTP and non-AMWTP employees are trained as necessary prior to performing any tasks independently. Line Management is responsible to ensure that personnel are qualified to perform their assigned tasks. Work control is administratively controlled by AMWTP operations and all work is approved by AMWTP management.

(HWMA/RCRA Treatment Permit)
(HWMA/RCRA Storage Permit)
(HWMA/RCRA TSA IS Document)

- Ensure all training program objectives and requirements are satisfied.

(HWMA/RCRA Treatment Permit)
(HWMA/RCRA Storage Permit)
(HWMA/RCRA TSA IS Document)

- Apply a *graded approach* (see def.) to establish the SAT for operations personnel, maintenance personnel, technicians, and technical staff.

(HWMA/RCRA Treatment Permit)
(HWMA/RCRA Storage Permit)
(HWMA/RCRA TSA IS Document)

- Maintain training programs current.
- Develop and maintain a list of specific job positions that have a direct impact on employee, facility, or public safety and that require a SAT application.
- Review student course evaluations.
- Provide line management with the support necessary to assure that personnel are qualified to meet job requirements safely and effectively.
- Maintain current and accurate records that reflect the training of each employee.
- Approve exceptions to training.

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- Approve a minimum passing grade of less than 80 percent with justification.
- Approve oral administration of written examinations.
- Approve extensions of reexamination periods.
- Verify that the classroom environment is conducive to learning.
- Monitor and control training developed and/or implemented by personnel or organizations other than the Training Department to verify that it complies with applicable facility requirements.
- Designate personnel to be allowed access to training records.
- Verify that the method for granting training exceptions is approved by DOE-ID.
- Approve personnel designated as training coordinators.
- Review and remediate academic misconduct, including examination compromise and inappropriate classroom behavior.
- Review poor student or instructor performance during training and qualification.

3.3.3 Training Instructors

AMWTP utilizes several levels of instructors: Training Specialists, Subject Matter Experts, and On-The-Job Training (OJT) Instructors. The instructors report to the Training Manager for the administration of training programs.

3.3.4 Outside Training Support

Vendor and subcontractor training support is contracted on a case-by-case basis. Training for operating organization personnel must use the SAT (performance-based), and must be approved by the Training Manager prior to delivery. A member of the Training Department reviews training provided by vendors and others outside of the operating organization to ensure that the training meets the standards specified.

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3.4 Subcontractor Personnel

Subcontractor personnel, including those who perform specialized activities (functions that are site-specific to AMWTP), will meet AMWTP qualification requirements for the job function to be performed or be supervised by a person who meets the qualification criteria. Line Management is responsible to ensure that subcontractor personnel are qualified to perform their assigned tasks. Personnel shall be considered adequately qualified with proper documentation of the successful completion of those segments of the AMWTP qualification program that are considered pertinent to the accomplishment of the task to be performed.

3.5 Qualification Program Description, and Administration

3.5.1 Program Description

3.5.1.1 Unescorted AMWTP site access is allowed only for authorized individuals with evidence of current Facility Access training. All other authorized individuals that require AMWTP site access are escorted. Individuals must score a minimum of 80 percent on a written examination.

3.5.1.2 The AMWTP Facility Access training includes the following subject areas:

- General description of the facility
- Job related policies and procedures
- Radiological health and safety program (per DOE/EH-0256T)
- Facility emergency plans
- Industrial safety/hygiene program
- Fire protection program
- Security program
- Quality assurance program.

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3.5.1.3 Entry-level requirements are specified in the position description for each job classification. Position descriptions are maintained by the Human Resources Department. Persons entering a qualification program for a specific job position are required to meet the entry-level requirements for that position unless a specific exception is granted.

3.5.1.4 Training programs for operating organization personnel consist of classroom and On-the-Job Training (OJT). Classroom training includes lectures, seminars, and computer-aided instruction. Examinations may be administered upon completion of classroom training. Maintenance personnel, technicians, and technical staff personnel with qualification programs are qualified after the completion of OJT. Line management signature on the qualification package indicates final qualification.

3.5.1.5 Managers and technical staff receive facility-specific and professional development training through participation in the Management and Supervisor Training program. Additional training may also be required for identified positions due to permit requirements. This graded approach in the training of managers and technical staff is consistent with hazard risks at the AMWTP. Managers and technical staff provide program and process oversight, and do not participate in task performance.

3.5.2 Initial Training

3.5.2.1 Initial training programs are established to ensure that operating organization personnel are qualified to perform job requirements. Training applies the SAT to operator, maintenance, and technician personnel to validate existing training requirements and to develop new requirements. Specific training program content is contained in qualification packages, qualification checklists, courses, and training program analysis data. AMWTP job analyses and training design and development documentation is maintained by the Training Department.

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3.5.3 Continuing Training

3.5.3.1 Continuing training programs are established to maintain and enhance the knowledge and skills of operating organization personnel, and includes the following:

- training in significant facility system and component changes
- applicable procedure changes
- applicable industry operating experience
- selected fundamentals with emphasis on seldom used knowledge and skills necessary to assure safety
- other training as needed to correct identified performance problems for certain qualified positions.

3.5.3.2 Continuing training is conducted on a two-year cycle.

Requalification of operators and their immediate supervision is achieved by successful completion of OJT and a comprehensive written examination.

Maintenance personnel, technicians, and technical staff personnel are required to attend continuing training, complete an OJT qualification package (not applicable to all technical staff), and obtain approval of appropriate line management.

Continuing training for managers is accomplished by participation in the continuing training, or professional development programs and satisfactory performance of their assigned job duties.

3.5.3.3 Initial and continuing training requirements will be listed on individual training plans. The individual training plans will list training and qualifications required for the job position as directed in regulatory standards, certification plans, permits, policies, and procedures.

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3.6 Program Administration

3.6.1 Qualification programs require completion of classroom training, OJT (including performance demonstrations), and written examinations. If any of these requirements are not satisfactorily completed, the person may not perform work in that job position unless directly supervised by a qualified individual. All specified activities must be satisfactorily completed before the person may be allowed to perform independently in that job position.

3.6.1.1 *Certification* (see def.) programs require completion of qualification requirements and additionally require the Operations Manager endorsement.

3.6.2 Qualification package or checklist items may include prerequisites, classroom training, OJT, and examinations covering theory of operation of equipment, or systems in the facility. Qualification packages and checklists contain signatures and dates that establish qualification and are the official record of such.

3.7 Training Program Evaluations

3.7.1 AMWTP training programs are routinely evaluated by Training Department personnel, students, management, cognizant departmental personnel and DOE personnel.

3.7.2 Evaluations are conducted to ensure that the training programs are achieving the training program objectives and to identify the actions needed to achieve these objectives and/or improve the quality of the training programs. The specific program evaluation criteria from DOE-STD-1070-94 is used in conjunction with the AMWTP Management Assessment program.

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3.8 Changes to the Training Program

3.8.1 Changes to the training program may be initiated for a variety of reasons. Facility modifications, administrative changes, operating experience, internal and external evaluations, and lessons learned from industry experience are some of the reasons the training program is changed. The need for changes to training materials or courses may also be identified by the instructor, the user organization, or others.

3.9 Exceptions to Training

3.9.1 Prior to the qualification process, cognizant managers may allow training exceptions because of qualifying candidate's previous experience, education and training. In all cases, the requisite examinations to establish qualification will be completed. The Training Manager reviews and approves/disapproves requests for exceptions to qualification requirements. The cognizant line manager submits suitable justification with all requests for exceptions.

3.10 Extensions of Qualification

3.10.1 Qualification extensions are granted by cognizant line management with Training Manager approval prior to the expiration date.

3.11 Examination/Reexamination

3.11.1 Examination questions are developed which are traceable to training objectives. Examination banks and tests are approved by the Training Manager. Proper examination security, administration, and maintenance is performed by the Training Specialists and Training Coordinators.

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3.11.2 Oral Qualification Boards (Oral Examinations)

3.11.2.1 Oral Qualification Boards and/or oral examinations are identified on qualification packages for some job positions. When an operator or an operations supervisor has completed the training requirements for a job position requiring qualification, a qualification board will be convened by the cognizant line manager.

Board members will compare and agree to the board questions prior to the actual board. Oral examination questions used during the board will be developed and documented. Board members will establish an answer key for the questions they will ask and will grade only those questions which they individually present.

The oral board content evaluates the candidate's operational knowledge (initial/continuing training program subjects) and organizational awareness (e.g., operating philosophy, use of procedures, shift and relief turnovers, verification of system/equipment status) to determine how the individual will function in an operating environment.

3.11.3 Performance Demonstrations

3.11.3.1 The performance demonstrations are administered to qualified positions during the OJT phase of training on a task-by-task basis. The demonstration contains observations that the candidate has the knowledge and skills to perform the task. The demonstration requires the candidate to demonstrate an understanding of, and the ability to perform the actions necessary to accomplish a task and may include oral questions.

3.12 Qualification Records

3.12.1 Qualification and training records are maintained by the Training Department. The Training Manager is the cognizant manager of these records. Personnel education, experience, and employment history documentation is maintained by the Human Resources Department. The most recent health evaluation summary is maintained by the IS/IH Department.

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4.0 DEFINITIONS

Certification. A formal process by which facility management provides written endorsement of the satisfactory achievement of qualification of a person to perform a function.

Certified. The endorsement by the Operations Manager of satisfactory achievement of qualification of a person for a position.

Graded Approach. A process by which the level of analysis, documentation, and actions necessary to comply with a requirement are commensurate with:

- The relative importance to safety, safeguards, and security
- The magnitude of any hazard involved
- The life cycle stage of a facility
- The programmatic mission of a facility
- The particular characteristics of a facility
- Any other relevant factor.

Qualification. The endorsement by a candidate's immediate supervision or group that provided training that a candidate is knowledgeable and proficient to perform a particular task.

5.0 REFERENCES

- (1) AMWTP-MP-ADMN-1.6, Recruitment, Selection and Hiring of Personnel.
- (2) AMWTP-ESH-01, AMWTP Environmental, Safety and Health Program Operating Plan
- (3) AMWTP HWMA/RCRA TSA Interim Status Document
- (4) AMWTP HWMA/RCRA Storage Permit
- (5) AMWTP HWMA/RCRA Treatment Permit
- (6) DOE Order 5480.20A
- (7) EP&C-12.1, AMWTP Emergency Plan/RCRA Contingency Plan
- (8) MP-M&IA-17.1, Management Assessment

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- (9) MP-M&IA-17.2, Independent Assessment
- (10) AMWTP MP-ISIH-2.43, AMWTP Lessons Learned
- (11) AMWTP MP-RTQP-14.1, Preparation and Administration of Individual Training Plans
- (12) AMWTP MP-RTQP-14.2, Training Staff Qualification
- (13) AMWTP MP-RTQP-14.3, Training Exceptions, Exemptions, and Extensions
- (14) AMWTP MP-RTQP-14.4, Personnel Qualification and Certification
- (15) AMWTP MP-RTQP-14.6, Job Analysis
- (16) AMWTP MP-RTQP-14.8, Examination Bank
- (17) AMWTP MP-RTQP-14.9, Instructional Materials Development, Revision and Control
- (18) AMWTP MP-RTQP-14.11, Delivery of Training
- (19) AMWTP MP-RTQP-14.13, Performance Assessments
- (20) AMWTP MP-RTQP-14.14, Written Examinations
- (21) AMWTP MP-RTQP-14.15, Oral Examinations
- (22) AMWTP MP-RTQP-14.16, Training Program Evaluation
- (23) AMWTP MP-RTQP-14.17, Incorporating Change Actions and Lessons Learned into Training
- (24) AMWTP MP-RTQP-14.19, Training Records Administration
- (25) AMWTP MP-RTQP-14.21, Criticality Safety Training
- (26) AMWTP MP-RTQP-14.22, Radiological Safety Training
- (27) AMWTP MP-RTQP-14.24, Training Needs Analysis

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6.0 RECORDS

The AMWTP Training Staff maintains facility specific qualification and certification records for AMWTP personnel per MP-RTQP-14.19, Training Records Administration, to comply with other regulations.

Individual training records are maintained for each person seeking or maintaining qualification/certification in one or more of the AMWTP positions.

The Training Department maintains attendance records for required training. These records may include signed class rosters, checklists, quizzes, and/or examination cover sheets.

Record Description	Classification
MP-RTQP-14.20, Case File	Lifetime/Quality

7.0 EXHIBITS

None.

8.0 APPENDICES

Appendix A – Personnel Selection Qualification, and Training Requirements for DOE Nuclear Facilities

Appendix B – TRU Program Personnel Training and Qualification Program Requirements

Appendix C – ESHPOP Personnel Training and Qualification Program Requirements

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Appendix A – Personnel Selection Qualification, and Training Requirements for DOE Nuclear Facilities

NOTE: *The numbering sequence for Appendix A corresponds with applicable sections of DOE Order 5480.20A, Personnel Selection Qualification, and Training Requirements for DOE Nuclear Facilities.*

Table 1. General Requirements

ORDER REQUIREMENTS	REQUIREMENT MET YES/NO	EXCEPTIONS TAKEN TO REQUIREMENT YES/NO	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION
1. GENERAL REQUIREMENTS			
Perform periodic systematic evaluations of training and qualification programs using DOE-STD-1070-94.	YES	NO	Training programs and continuing training programs are currently evaluated on a periodic basis in accordance with MP-M&IA-17.1, Management Assessment and MP-M&IA-17.2, Independent Assessment for Continuous Improvement.
2. TRAINING ORGANIZATION			
One or more organizations are established to be responsible for the training of operating organization personnel.	YES	NO	MP-RTQP-14.2, Training Staff Qualification
This organization(s) is held accountable for providing facility line management with the support necessary to ensure that personnel in the operating organization are qualified to safely and effectively meet job requirements.	YES	NO	MP-RTQP-14.2, Training Staff Qualification
The responsibilities, qualifications, and authority of training organization personnel (including subcontractors) are documented, and managerial responsibilities and authority clearly defined.	YES	NO	MP-RTQP-14.2, Training Staff Qualification

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Table 1. General Requirements

ORDER REQUIREMENTS	REQUIREMENT MET YES/NO	EXCEPTIONS TAKEN TO REQUIREMENT YES/NO	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION
3. SUBCONTRACTOR PERSONNEL QUALIFICATION			
Subcontractor personnel meet the qualification requirements for the job function to be performed.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
a. The operating organization ensures that subcontractor and temporary personnel who perform specialized activities such as radiation protection, maintenance, in-service inspection, radiography, and welding are qualified to perform their assigned tasks by properly documenting one of the following: b. The satisfactory result of an audit of subcontractor records which relate to qualification of the subcontractor personnel being considered for assignment by the operating organization; or c. Previous verification (within two years) of the ability of the subcontractor employee to perform assigned tasks safely and efficiently; or d. Successful completion by the subcontractor employee of those segments of the operating organizations qualification program which are considered pertinent to the accomplishment of the task to be performed	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
Subcontractor personnel who do not meet requirements for work activities on engineered safety features identified in the facility Safety Analysis Report, are supervised by a person who meets the qualification criteria established by the operating organization for conduct of such activities.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
4. PERSONNEL SELECTION			
a. A process for selecting and assigning personnel into the operating organization is established.	YES	NO	MP-ADMN-1.6, Recruitment, Selection and Hiring of Personnel MP-RTQP-14.4, Personnel Qualification and Certification

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Table 1. General Requirements

ORDER REQUIREMENTS	REQUIREMENT MET YES/NO	EXCEPTIONS TAKEN TO REQUIREMENT YES/NO	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION
b. DOE approval is required on a case-by-case basis for individuals who do not meet experience requirements for a position, but are assigned to the position based on a determination that the overall operating organization is balanced and strong.	YES	NO	MP-RTQP-14.3, Exceptions and Extensions to Training, Qualification and Certification
5. QUALIFICATION PROCESS			
a. Qualification requirements for personnel in each functional level are defined based on the criteria in DOE 5480.20A.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
b. Chapter 1, paragraph 7.d requirements shall be included in continuing training. Satisfactory performance of assigned duties and assessment of individual performance such as a performance appraisal may be used to document continued satisfactory performance.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
c. Technician and maintenance personnel qualifications include demonstrated performance capabilities (performance demonstrations) to ascertain their ability to adequately perform assigned tasks.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification MP-RTQP-14.13, Performance Assessments
d. Participation in continuing training programs is required to maintain and improve their abilities to continue to function safely in the operating organization.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
e. The successful completion of the qualification program and formal re-qualification of operators and their immediate supervisors are indicated by signature.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
f. Qualification of operators and their immediate supervisors is valid for a period not to exceed two years unless revoked for cause (e.g., medical disqualification, performance deficiencies).	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification

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ORDER REQUIREMENTS	REQUIREMENT MET YES/NO	EXCEPTIONS TAKEN TO REQUIREMENT YES/NO	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION
6. CERTIFICATION PROCESS			
a. Certification is governed by written procedures which include requirements for documented assessment of a persons qualifications through examinations and operational evaluations.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification MP-RTQP-14.13, Performance Assessments
b. Certification may be granted only after ensuring that all qualification requirements (including written and oral examinations and operational evaluations) and other specified requirements (e.g., medical examinations) have been satisfactorily completed, and management has ensured that the person is capable of safely performing all functions of the position.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification MP-RTQP-14.13, Performance Assessments
Certification is verified and endorsed by a manager other than the person or group that provided the training or the candidate’s immediate supervisor.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
Certification is valid for a period not to exceed two years.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
c. Certification is required of positions equivalent to positions listed in DOE 5480.20A.I.6.c.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
All other operator and immediate supervisor positions to be certified are identified in the Training Implementation Matrix (TIM).	N/A	N/A	No “other” certified positions identified.

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7. TRAINING			
Training to support qualification and certification programs is based on a systematic approach to training.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification MP-RTQP-14.7, Designing Courses
A graded approach is used to establish the systematic approach to training for operations personnel, maintenance personnel, technicians, and the technical staff.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification MP-RTQP-14.7, Designing Courses
a. General			
Training programs consist of a combination of classroom-type and on-the-job training, including laboratory training, as applicable.	YES	NO	MP-RTQP-14.7, Designing Courses MP-RTQP-14.11, Delivery of Training
(a) Personnel appointed to positions in the operating organization subsequent to approval of the Training Implementation Matrix required by DOE Order 5480.20 of 2-20-91 meet the education and experience requirements of DOE Order 5480.20A.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
(b) Personnel appointed to positions in the operating organization before the approval of the TIM are required to participate in job-specific training and qualification/certification programs and subsequent continuing training programs.	N/A	N/A	The TIM has already been approved. There are no personnel appointed prior to the TIM being approved.
(3) Qualification and certification programs are reviewed by facility management and kept up to date to reflect changes to the facility, Safety Analysis Reports, Technical Safety Requirements, procedures, regulations, and applicable industry operating experience.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
Team training is incorporated into the training program if job functions require team solutions and activities.	N/A	N/A	The AMWTP job analysis for operator and supervisor positions do not indicate job functions that require team solutions or activities. Therefore, team training is not required.

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b. Training Process			
A systematic approach to training is used to establish initial and continuing training programs to ensure operating organization personnel are qualified to perform job requirements.	YES	NO	MP-RTQP-14.7, Designing Courses MP-RTQP-14.4, Personnel Qualification and Certification
c. Initial Training			
Initial training programs are established for operating organization personnel at operable nuclear facilities to develop or enhance their knowledge and skills to perform job assignments.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
Examinations (written, oral, operational evaluations, performance demonstrations) on material included in the training programs are administered and documented, as appropriate.	YES	NO	MP-RTQP-14.13, Performance Assessments MP-RTQP-14.14, Written Examinations MP-RTQP-14.15, Oral Examinations
Operational use of trainees is per DOE 5480.20A.I.7.c	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
d. Continuing Training			
Continuing training programs are established for operating organization personnel who perform functions associated with engineered safety features per the facility Safety Analysis Report.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
(1) Continuing training is structured commensurate with specific position needs.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
Continuing training is administered on a cycle not to exceed two years.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
Continuing training includes, at a minimum, training in significant facility system and component changes, applicable procedure changes, applicable industry operating experience, selected fundamentals with emphasis on seldom used knowledge and skills necessary to ensure safety, and other training, as needed, to correct identified performance problems.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification

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(2) Periodic examinations (written, oral, operational evaluations, performance demonstrations, as applicable to the position) are administered and documented throughout the cycle on material included in the operator (operators and their immediate supervisors) training programs.	NO	YES	Comprehensive biennial written exams and performance demonstrations are administered in accordance with 5480.20A Ch1.h.9 and MP-RTQP-14.4, Personnel Qualification and Certification and MP-RTQP-14.13, Performance Assessments
(3) Continuing training programs for certified operators include preplanned classroom-type training, on-the-job training, and operational evaluations on a regular and continuing basis.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
Continuing training programs for certified operations personnel includes, at a minimum, the following training items as related to job performance:			
a. Training and examination covering abnormal facility procedures and emergencies at least annually for certified operators and certified supervisors.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
b. Training drills conducted in the facility or on a simulator to enable personnel and operating teams to maintain their ability to respond to abnormal and accident situations.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
Training drills conducted in the facility do not lead to or have the potential for safety concerns.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
c. Instruction in the use of facility systems to control or mitigate accidents, including both classroom and training conducted in the facility.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
d. Training on the subjects indicated in DOE 5480.20A.I.7.d.(3)(d) 1 through 8 as applicable to the position, whenever examinations and experience (industry and facility-specific) or evidence indicates a need for emphasis.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
e. General Employee Training			
(1) A GET program is in place and all persons are trained in the subjects specified in DOE 5480.20A.I.7.e.(1) commensurate with their job duties.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification

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ORDER REQUIREMENTS	REQUIREMENT MET YES/NO	EXCEPTIONS TAKEN TO REQUIREMENT YES/NO	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION
(2) Visitors, contracted personnel, and temporary personnel are under continuous escort while at the facility unless they have been trained in appropriate areas from the subjects specified above to the extent necessary to ensure safe execution of their duties.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
(3) A written examination covering the areas specified in DOE 5480.20A.I.7.e.(3) is required for all personnel except short-term visitors. Persons who do not pass this examination are not permitted access without a continuous escort.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
(4) Changes in GET areas identified in I.7.e.(1) of the Order are included in continuing training programs for all facility personnel.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
g. Technician and Maintenance Personnel Training			
(1) Personnel in this category are qualified to perform tasks associated with their job specialty, or are directly supervised.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
(2) Training is provided on engineered safety features identified in the facility Safety Analysis Report and included the systems, as applicable, and elements specified in DOE 5480.20A.I.7.g.(2).	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
(3) Training program content for radiological control technicians (RCTs) is per the requirements contained in 10 CFR 835, Occupational Radiation Protection, and DOE/EH-0256T, DOE Radiological Control Manual.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification MP-RTQP-14.22, Radiological Safety Training
(4) RCT training program elements (i.e., selection, training process, continuing training, qualification) are per the requirements of 5480.20A.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification MP-RTQP-14.22, Radiological Safety Training MP-ADMN-1.6, Recruitment, Selection And Hiring Of Personnel
h. Technical Staff Training			
(1) A list of specific technical staff personnel positions that have a direct impact on employee, facility, or public safety is developed.	YES	NO	MP-RTQP-14.20, Training Implementation Matrix

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(2) A training program is established for entry-level technical staff personnel.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
(3) Subject areas, as appropriate to the position, specified in DOE 5480.20A.I.7.h.(2) are included in the training program.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
i. Management and Supervisory Training			
The topics listed in paragraph I.7.h.(2) are included, as appropriate.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
Training programs for managers and supervisors are established and contain the topics listed in DOE 5480.20A.I.7.i.(1) and (2) as appropriate.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
8. OPERATOR AND SUPERVISOR EXAMINATIONS			
Comprehensive written and oral examinations and operational evaluations are prepared and administered for initial certification of operators and supervisors.	YES	NO	MP-RTQP-14.4, Qualification and Certification MP-RTQP-14.8, Examination Banks MP-RTQP-14.13, Performance Assessments MP-RTQP-14.14, Written Examinations MP-RTQP-14.15, Oral Examinations
Comprehensive written examinations and individual performance demonstrations are prepared and administered for the initial qualification of other operators and supervisors.	YES	NO	MP-RTQP-14.8, Examination Banks MP-RTQP-14.13, Performance Assessments MP-RTQP-14.14, Written Examinations
Separate oral examinations and operational evaluations are administered to Category A personnel (they may be combined for Category B and non-reactor nuclear facilities).	N/A	N/A	Non-reactor nuclear facility, therefore combined.
These examinations contain a representative sampling of the knowledge and skills identified in and derived from the learning objectives resulting from the systematic analysis of the position.	YES	NO	MP-RTQP-14.8, Examination Banks MP-RTQP-14.14, Written Examinations

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Examinations should include questions from Safety Analysis Reports, Technical Safety Requirements, system description manuals and operating procedures, lessons learned from occurrence reports, and other applicable sources.	YES	NO	MP-RTQP-14.8, Examination Banks
Written procedures which address examination/evaluation development, approval, security, and administration are in place to administer examinations and operational evaluations.	YES	NO	MP-RTQP-14.8, Examination Banks MP-RTQP-14.13, Performance Assessments MP-RTQP-14.14, Written Examinations
a. Written procedures are in place to establish and maintain examination question banks.	YES	NO	MP-RTQP-14.8, Examination Banks
b. The oral examination content is tailored to evaluate the candidate's operational knowledge (initial/continuing training program subjects) and organizational awareness to determine how the individual will function in an operating environment.	YES	NO	MP-RTQP-14.8, Examination Banks MP-RTQP-14.15, Oral Examinations
9. OPERATOR AND SUPERVISOR REEXAMINATIONS			
Reexaminations for certified and qualified operators and supervisors include subjects in which the person is expected to be knowledgeable and emphasize those subjects covered by the continuing training program.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification MP-RTQP-14.8, Examination Banks
Comprehensive biennial examinations or periodic examinations throughout the continuing training cycle are administrated.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
Written examinations and performance demonstrations are administered to re-qualify operators and supervisors.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification MP-RTQP-14.13, Performance Assessments
Written and oral examinations and operational evaluations are administered to certified operators and supervisors.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification MP-RTQP-14.13, Performance Assessments MP-RTQP-14.15, Oral Examinations

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Table 1. General Requirements

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10. REQUALIFICATION			
Operators and their supervisors are not allowed to continue to function in qualified or certified positions if they have not completed all of the re-qualification or re-certification program elements (continuing training and associated examinations) within the two-year continuing training cycle.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
If a qualified or certified operator or supervisor fails a re-qualification or re-certification examination, or shows serious job performance deficiencies which indicate that he or she may perform in an unsafe manner, the individual is removed from activities requiring qualification or certification.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
a. Qualification or certification is regained only after completing remedial training designed to correct the deficiencies and satisfactory completion of a reexamination.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
(1) Re-certification includes a review of individual operating performance during the past certification period by either line management, by a committee, or by a person designated by management; and	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
(2) Current medical examination.	YES	NO	MP-RTQP-ISIH-2.1, Occupational Medical Program Processes
b. When a certified operator or supervisor has been absent from certification duties for greater than three months, but less than 12 months, selected retraining (including written and oral examinations and operational evaluations) is provided, as deemed necessary, before reassignment to certification duties..	YES	NO	MP-RTQP-14.21, Criticality Safety Training
If the absence is greater than 12 months, comprehensive written and oral examinations and operational evaluations (as required of initial candidates) are given to determine weak areas.	YES	NO	MP-RTQP-14.21, Criticality Safety Training
Retraining and reexamination are required in areas of weakness.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification

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11. EXCEPTIONS TO TRAINING			
In all cases, the requisite examinations to establish operator and supervisor qualification are completed.	YES	NO	MP-RTQP-14.3, Exceptions and Extensions to Training, Qualification and Certification
a. Written procedures and criteria are in place for taking and documenting exceptions to the initial training program requirements of DOE 5480.20A.	YES	NO	MP-RTQP-14.3, Exceptions and Extensions to Training, Qualification and Certification
The name of the person, the specific subject for which the exception is requested, and the justification are included as part of the documentation for each exception.	YES	NO	MP-RTQP-14.3, Exceptions and Extensions to Training, Qualification and Certification
The operating organization ensures that sufficient facility-specific instruction is provided to enable the candidate to perform job requirements.	YES	NO	MP-RTQP-14.3, Exceptions and Extensions to Training, Qualification and Certification
Exception procedures are submitted to and approved by the DOE-ID Operations Office Manager.	YES	NO	MP-RTQP-14.3, Training Exceptions, Exemptions, and Extensions
c. Individual exceptions are approved by contractor management after approval of the exception procedure by the DOE-ID Operations Office Manager.	YES	NO	MP-RTQP-14.3, Training Exceptions, Exemptions, and Extensions
d. If challenge examinations are administered, they are sufficiently comprehensive to adequately test the learning objective(s) stated in the training program. Successful completion of a challenge examination does not constitute an exception.	YES	NO	MP-RTQP-14.8, Examination Banks MP-RTQP-14.3, Training Exceptions, Exemptions, and Extensions
12. EXTENSIONS			
a. Written procedures which include the elements contained in DOE 5480.20A.I.12.a.(1) through (3) are in place to control extensions of qualification and certification.	YES	NO	MP-RTQP-14.3, Training Exceptions, Exemptions, and Extensions
b. Extension of certification is approved by the DOE-ID Operations Office Manager or designee.	YES	NO	MP-RTQP-14.3, Training Exceptions, Exemptions, and Extensions

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Extension of qualification is approved by contractor management.	YES	NO	MP-RTQP-14.3, Training Exceptions, Exemptions, and Extensions
13. ALTERNATIVES TO EDUCATION AND EXPERIENCE			
a. Alternatives to the education requirements specified are considered on a case-by-case basis and approved and documented by the operating organization.	YES	NO	MP-RTQP-14.3, Training Exceptions, Exemptions, and Extensions
A system or written procedure is in place for determining alternatives to educational requirements using the guidelines provided in DOE 5480.20A.	YES	NO	MP-RTQP-14.3, Training Exceptions, Exemptions, and Extensions
(4) Related experience may be substituted for education at the rate of six semester credit hours for each year of experience up to a maximum of 60 credit hours.	YES	NO	MP-RTQP-14.3, Training Exceptions, Exemptions, and Extensions
b. A system or written procedure is in place for determining alternatives to experience requirements using the guidelines provided in DOE Order 5480.20A.	YES	NO	MP-RTQP-14.3, Training Exceptions, Exemptions, and Extensions
(1) Formal education is not allowed to substitute for more than 50 percent of the experience requirement unless otherwise stated in DOE Order 5480.20A.	YES	NO	MP-RTQP-14.3, Training Exceptions, Exemptions, and Extensions
(2) Job-related training in the position sought may qualify as equivalent to nuclear experience on a one-for-one basis for up to a maximum of two years.	YES	NO	MP-RTQP-14.3, Training Exceptions, Exemptions, and Extensions
15. RECORDS			
Written procedures are in place that specify requirements for the maintenance of training, qualification, and certification records for operating organization personnel.	YES	NO	MP-RTQP-14.9, Instructional Material Development, Revision and Control MP-RTQP-14.7, Designing Courses MP-RTQP-14.19, Training Records Administration

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a. Qualification and certification of personnel are documented in an easily auditable format.	YES	NO	MP-RTQP-14.19, Training Records Administration
Individual qualification and certification records include all items specified in DOE 5480.20A.I.15.a.(1) through (7).	YES	NO	MP-RTQP-14.19, Training Records Administration
b. A historical record that documents initial qualification or certification, and applicable information from 15.a. above, that verifies the most recent qualification or certification is retained in individual records.	YES	NO	MP-RTQP-14.19, Training Records Administration

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Table 2. AMWTP Non-Reactor Nuclear Facility Personnel.

ORDER REQUIREMENTS	REQUIREMENT MET YES/NO	EXCEPTIONS TAKEN TO REQUIREMENT YES/NO	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION
2. ENTRY-LEVEL REQUIREMENTS (met before assuming the position)			
a. Managers			
(1) Has a B.S. in engineering or related science.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
(2) Experience: Four years nuclear. A degree may fulfill three years (job related education or experience may be substituted for a degree).	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
(3) Facility-specific training is provided based upon a comparison of the individuals background and abilities with the position responsibilities and duties.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
(4) The Training Manager has a B. S. which includes courses in education and technical subjects.	YES	NO	MP-RTQP-14.2, Training Staff Qualification
b. Supervisors			
Supervisor			
(1) Education: High School Diploma	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
(2) Experience: Three years nuclear of which full-time academic training may fulfill two years.	YES	NO	
c. Operators			
(1) Has a high school diploma.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
d. Technicians			
(1) Experience: One year job related.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
e. Maintenance Personnel			

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(1) Experience: One year maintenance related.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
f. Technical Staff			
(1) Has a B.S. in engineering or related science.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
(2) Experience: Two years job related and one year nuclear.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
g. Training Organization Personnel			
(1) Training Coordinators			
(a) Has a high school diploma.	YES	NO	MP-RTQP-14.2, Training Staff Qualification
(b) Experience: Two years nuclear and six months onsite.	YES	NO	MP-RTQP-14.2, Training Staff Qualification
(2) Instructors			
(a) Has a high school diploma.	YES	NO	MP-RTQP-14.2, Training Staff Qualification
(b) Experience: consistent with the material being presented.	YES	NO	MP-RTQP-14.2, Training Staff Qualification
Instructors who are responsible for instruction on subjects such as Technical Safety Requirements have received training on facility operating characteristics and principles, and operating limits and their bases.	YES	NO	MP-RTQP-14.2, Training Staff Qualification
Instructors have demonstrated knowledge of instructional techniques through training or experience and are qualified by the Training Manager (or equivalent) for the material being presented.	YES	NO	MP-RTQP-14.2, Training Staff Qualification

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Table 2. AMWTP Non-Reactor Nuclear Facility Personnel.

ORDER REQUIREMENTS	REQUIREMENT MET YES/NO	EXCEPTIONS TAKEN TO REQUIREMENT YES/NO	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION
3. MEDICAL EXAMINATION REQUIREMENTS			
An initial medical examination is administered to candidates and a re-exam every 2 years for certified operators. Contractor management determines the physical demands by job task to perform both routine and emergency functions.	YES	NO	MP-ISIH-2.1, Occupational Medical Program Processes MP-RTQP-14.6, Job Analysis
Certified operators, FMHs and certified supervisors are reexamined at least every two years.	YES	NO	MP-ISIH-2.1, Occupational Medical Program Processes MP-RTQP-14.4, Personnel Qualification and Certification
Certified operators, FMHs, and certified supervisors are medically cleared before returning to work following any sickness or injury which keeps the person from performing duties for a period exceeding one month.	YES	NO	MP-ISIH-2.1, Occupational Medical Program Processes MP-RTQP-14.4, Personnel Qualification and Certification
Medical examination requirements for other operating organization personnel are established by contractor procedures.	YES	NO	MP-ISIH-2.1, Occupational Medical Program Processes
4. SPECIFIC TRAINING			
a. Operators			
The depth and scope of training and qualification programs are commensurate with the hazard level and complexity of the operations.			
Training is sufficiently comprehensive to cover areas fundamental to the job duties.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
(1) A core of subjects such as industrial safety, instrumentation and control, basic physics, chemistry, industry operating experience, and major facility systems as applicable to the position and the facility is established.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification

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Table 2. AMWTP Non-Reactor Nuclear Facility Personnel.

ORDER REQUIREMENTS	REQUIREMENT MET YES/NO	EXCEPTIONS TAKEN TO REQUIREMENT YES/NO	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION
(2) Training programs include on-the-job and classroom-type training on the topics identified in IV.4.a.(2).	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
b. FMHs (Certified Position)			
Training includes the same categories specified for Operators and additional categories listed in IV.4.b. to the extent applicable to the position.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
c. Supervisors			
Training includes the categories and on-the-job training specified for Operators and Fissile Material Handlers to the extent to which they apply, and is of increased depth to reflect the added responsibility of the supervisor position.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification
d. Certified Operator Written Examination Contents			
The examination includes a representative sampling from the items listed in IV.4.d, in addition to the items listed in paragraph IV.4.a, as appropriate to the position and to the facility.	YES	NO	MP-RTQP-14.8, Examination Bank
The examination includes a representative sampling from the items listed in IV.4.e, in addition to the items listed in paragraph IV.4.d, as appropriate to the position and to the facility.	YES	NO	MP-RTQP-14.8, Examination Bank
The operational evaluations administered to certified operator, fissionable material handler, and certified supervisor candidates are generally similar in scope.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification MP-RTQP-14.13, Performance Assessments
The evaluation contains questions and operational exercises and includes a facility Walkthrough, and may include system and/or component operation.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification MP-RTQP-14.13, Performance Assessments
e. Certified Supervisor Written Examination Contents			
The examination includes a representative sampling from the items listed in IV.4.e, in addition to the items listed in paragraph IV.4.d, as appropriate to the position and to the facility.	YES	NO	MP-RTQP-14.8, Examination Bank

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Table 2. AMWTP Non-Reactor Nuclear Facility Personnel.

ORDER REQUIREMENTS	REQUIREMENT MET YES/NO	EXCEPTIONS TAKEN TO REQUIREMENT YES/NO	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION
f. Operational Evaluations			
The operational evaluations administered to certified operator, fissionable material handler, and certified supervisor candidates are generally similar in scope.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification MP-RTQP-14.13, Performance Assessments
The evaluation contains questions and operational exercises and includes a facility Walkthrough, and may include system and/or component operation.	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification MP-RTQP-14.13, Performance Assessments
Operational evaluations, to the extent applicable to the facility, require the candidate to demonstrate an understanding of, and the ability to perform the actions necessary to accomplish a representative sampling from the items listed in IV.4.f.(1) through (12).	YES	NO	MP-RTQP-14.4, Personnel Qualification and Certification MP-RTQP-14.13, Performance Assessments
g. Control Manipulations			
A list of control manipulations, based on an analysis of the job, is established.	N/A	N/A	AMWTP has not identified any Control Manipulations for certified personnel
Certified operator, fissionable material handler, and certified supervisor candidates perform control manipulations for initial certification.	N/A	N/A	AMWTP has not identified any Control Manipulations for certified personnel
Certified operator, fissionable material handler, and certified supervisor candidates perform control manipulations on a biennial basis as part of the continuing training program after certification is achieved.	N/A	N/A	AMWTP has not identified any Control Manipulations for certified personnel
5. OPERATOR, FISSIONABLE MATERIAL HANDLER, AND SUPERVISOR PROFICIENCY REQUIREMENTS			
Certified operators, fissionable material handlers, and certified supervisors actively participate in the job functions associated with their certification.	YES	NO	MP-RTQP-14.21, Criticality Safety Training
a. Procedures are established by the operating organization, which define requirements and frequency necessary to maintain an active status.	YES	NO	MP-RTQP-14.21, Criticality Safety Training
b. If active status (proficiency) is not maintained, certification is suspended.	YES	NO	MP-RTQP-14.21, Criticality Safety Training
Prior to resuming duties associated with certification, management ensures that:			

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ORDER REQUIREMENTS	REQUIREMENT MET YES/NO	EXCEPTIONS TAKEN TO REQUIREMENT YES/NO	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION
(1) Certification is otherwise current and valid; and			
(2) The certified operator, fissionable material handler, or certified supervisor performs certification duties under the direct supervision of a certified person, as appropriate to the position, for a specific period of time			
c. If the facility is not operated frequently enough to meet normal proficiency requirements certification is reinstated prior to facility operation.			

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Appendix B

TRU Program Personnel Training and Qualification Program Requirements

NOTE: *The Training Plan requirements listed below are derived from WIPP certification plan requirements.*

Training Requirements	REQUIREMENT MET	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION
This table include training requirements from the follow standards, permits and procedures: <ol style="list-style-type: none"> 1. MP-TRUW-8.1 Certification Plan for INEEL Contact Handled Transuranic Waste 2. MP-TRUW-8.2 QAPjP Quality Assurance Project Plan 		
1. MP-TRUW-8.1 Certification Plan for INEEL Contact Handled Transuranic Waste		
4.5 Personnel Qualification And Training Personnel performing AMWTP TRU Program activities affecting quality receive QA indoctrination and are qualified and trained to ensure that suitable proficiency is achieved and maintained in the performance of their assigned tasks.	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification and Certification
4.5.1 Qualification The appropriate managers, with support of the training organization, determine job positions and qualification standards for each job category relevant to the AMWTP. Task responsibilities for personnel are analyzed to ensure education, experience, and training prerequisites is commensurate with minimum requirements specified in accordance with Job and Training Needs Analysis, MP-RTQP-14.6.	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification and Certification MP-RTQP-14.6, Job Analysis MP-RTQP-14.24, Training Needs Analysis

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<p>4.5.2 Training</p> <p>The appropriate managers ensure that all applicable AMWTP personnel receive indoctrination and training on the scope, purpose, and objectives of the TRU Program and the specific Quality Assurance Objectives (QAOs) of the tasks being performed. Personnel performing activities affecting quality are trained according to their respective training plans to ensure they achieve and maintain proficiency prior to performing any tasks subject to these QAP requirements. Personnel receive initial and continuing training requisite with their activities and level of responsibility in accordance with MP-RTQP-14.4, Personnel Qualification and Certification, and MP-RTQP-14.20, Training Implementation Matrix.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification and Certification</p>
<p>Training is designed, developed, conducted, and evaluated in accordance with MP-RTQP-14.1, Preparation and Administration of Individual Training Plans. Training programs may include classroom instruction, practical hands-on experience, supervised on-the-job training, self-paced individual study, and written, oral, or practical demonstration of worker competence.</p>	<p>YES</p>	<p>MP-RTQP-14.7, Designing Courses MP-RTQP-14.9, Instructional Materials Development, Revision and Control MP-RTQP-14.11, Delivery of Training MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification and Certification</p>
<p>The period of effectiveness for qualification associated with special processes, operations that require special skills, and the requalification criteria are specified or referenced Personnel Qualification and Certification, MP-RTQP-14.4 or supporting training program plans.</p>	<p>YES</p>	<p>MP-RTQP-14.4, Personnel Qualification and Certification</p>
<p>4.5.2 Training (Continued)</p> <p>Nondestructive examination (NDE) and Nondestructive assay (NDA) are considered to be characterization processes; therefore, personnel performing NDE are qualified to a program based on the American Society of Nondestructive Testing (ASNT) Recommended Practice No. SNT-TC-1A.</p> <p>Personnel performing NDA are qualified to ASTM C1490, Standard Guide for selection, training and qualification of NDA personnel.</p> <p>Personnel performing helium leak testing of the packaging are qualified in accordance with ASNT SNT-TC-1A and its applicable supplements.</p>	<p>YES</p>	<p>QP-OT-3A RTR Qualification Package</p> <p>QP-OT-3B Drum Assay FQP-OT-9B Drum Assay</p> <p>Helium Leak Tester is defined in AMWTP-RPT-OPS-029.</p>

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<p>4.5.2 Training Training is subject to ongoing review to determine instruction and training program effectiveness and shall be upgraded whenever improvements or enhancements are identified in accordance with Preparation and Administration of Individual Training Plans, MP-RTQP-14.1. Personnel performing TRU Program activities affecting quality receive indoctrination in the following:</p> <ul style="list-style-type: none"> • General criteria, this QAP, and applicable codes, regulations, and standards • Specific criteria, including the QAPjP, Certification Plan, CH-TRAMPAC, and the applicable implementing procedures. <p>Auditable records documenting the required training and qualifications are maintained as QA records and controlled in accordance with MP-RTQP-14.19, Training Records Administration.</p>	<p>YES</p>	<p>MP-RTQP-14.16, Training Program Evaluation MP-RTQP-14.17, Incorporating Change Actions and Lessons Learned into Training</p> <p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans</p> <p>MP-RTQP-14.19, Training Records Administration</p>
<p>4.14 All radioassay data reviewed and approved by qualified personnel prior to being reported. Personnel performing validation at the AMTWP are trained to the existing industry standardized training requirements (e.g., ASTM C1490, Standard Guide for Selection, Training and Qualification of Nondestructive Assay [NDA] Personnel).</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification and Certification</p>
<p>2. MP-TRUW-8.2 QAPjP Quality Assurance Project Plan</p>		
<p>A-7 Indoctrination and Training</p> <p>The management of each organization is responsible for ensuring personnel assigned meet the training requirements stated in the WIPP-WAP.</p> <p>MP-RTQP-14.4, Personnel Qualification and Certification, specifically addresses the requirements of the WIPP-WAP and this QAPjP for education, experience, training and qualification of AMWTP participants.</p> <p>MP-RTQP-14.4, Personnel Qualification and Certification, implements the minimum training and qualification requirements of Table B3-10.</p>	<p>YES</p>	<p>MP-ADMN-1.6, Recruitment, Selection and Hiring of Personnel</p> <p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans</p> <p>MP-RTQP-14.4, Personnel Qualification and Certification</p>

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<p>A WIPP-WAP orientation provides participants with information on scope, purpose and objectives of the program, and reference information on specific quality assurance objectives (QAOs) for their assigned tasks.</p>	<p>YES</p>	<p>MP-ADMN-1.6, Recruitment, Selection and Hiring of Personnel MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification and Certification</p>
<p>A-7 Indoctrination and Training (Continued) Training and qualification requirements of AMWTP participants are identified in qualification packages or Individual Training Plans (ITPs). Qualification packages are established for facility personnel involved with mixed waste handling, management, and operations at the AMWTP. A qualification package measures education, training, or experience of an individual against standards or tests that demonstrate an individual is able to perform a function. The method used to qualify an individual is described in MP-RTQP-14.4, Personnel Qualification and Certification. An ITP is prepared in accordance with MP-RTQP-14.1, Preparation and Administration of Individual Training Plans. At a minimum, the ITP identifies the job/position description, qualifications, and minimum training requirements for achieving and maintaining required qualification and certification for the position. The ITP also serves as a checklist to ensure training record completeness.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification and Certification</p>
<p>MP-RTQP-14.6, Job Analysis, and MP-RTQP-14.24, Training Needs Analysis, requires completion of job analyses for each job position responsible for TRU mixed waste characterization tasks and activities. This position job analysis documents the assessment of the position description and the functions, tasks, and training involved in the job. The position job analysis yields requirements for the education and experience of assigned personnel and training needs assessment, which contains the training and qualification requirements for the position. The job analysis and training needs assessment are periodically reviewed to identify changes in requirements and additional necessary training.</p>	<p>YES</p>	<p>MP-RTQP-14.6, Job Analysis MP-RTQP-14.24, Training Needs Analysis</p>

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<p>Management evaluates the resumes of assigned personnel, and personnel who change positions or are assigned to short-term or temporary work. Management documents that personnel meet the education and experience requirements in MP-RTQP-14.4, Personnel Qualification and Certification, and MP-ADMIN-1.6, AMWTP Recruitment, Selection, and Hiring of Personnel. Completion of the training and qualification requirements, as well as continuing training to ensure that job proficiency is maintained by participants, is reviewed by management and training program personnel to ensure personnel maintain proficiency.</p>	<p>YES</p>	<p>MP-ADMN-1.6, Recruitment, Selection and Hiring of Personnel MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification and Certification</p>
<p>B1-3b Quality Control</p> <p>Standardized training and qualification requirements for radiography operators are based upon existing industry standard training requirements and comply with the training and qualification requirements of the WIPP-WAP as detailed in the MP-RTQP-14.4, Personnel Qualification and Certification.</p>	<p>YES</p>	<p>QP-OT-3A RTR Qualification Package</p>

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<p>B1-3b(1) Quality Control</p> <p>The AMWTP has developed a training program that provides radiography operators with both formal and on-the-job (OJT) training. Radiography operators shall be instructed in the specific waste generating practices, typical packaging configurations, and associated waste material parameters expected to be found in each Waste Matrix Code at the site. The OJT and apprenticeship shall be conducted by an experienced, qualified radiography operator prior to qualification of the training candidate. Radiography operators are trained on the types of waste that are generated, stored, and characterized at the AMWTP. All of the radiography QC requirements specified in the WIPP-WAP are incorporated into the AMWTP training program and radiography operations to ensure data quality and comparability. The training program contains the following elements. The elements of the radiography training program include formal and OJT, as presented below. These elements are addressed in MP-RTQP-14.4, Personnel Qualification and Certification.</p> <p>B1-3b(1) Formal Training</p> <ul style="list-style-type: none"> • Project Requirements • State and Federal Regulations • Basic Principles of Radiography • Radiographic Image Quality • Radiographic Scanning Techniques • Application Techniques • Radiography of Waste Forms • Standards, Codes, and Procedures for Radiography • Site-Specific Instruction 	<p>YES</p>	<p>QP-OT-3A RTR Qualification Package OI-12, Real-Time Radiography Operations (Drum)</p>

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<p>B1-3b(2) On-the-Job Training</p> <ul style="list-style-type: none"> • System Operation • Identification of Packaging Configurations • Identification of Waste Material Parameters • Weight and Volume Estimation • Identification of Prohibited Items 	<p>YES</p>	<p>MP-RTQP-14.4, Personnel Qualification and Certification QP-OT-3A RTR Qualification Package</p>
<p>Qualifications of radiography operators shall, at a minimum, encompass the following requirements:</p> <ul style="list-style-type: none"> • Successfully pass a comprehensive exam based upon training enabling objectives. The comprehensive exam will address all of the radiography operations, documentation, characterization and procedural elements stipulated in this QAPjP. 	<p>YES</p>	<p>QP-OT-3A RTR Qualification Package</p>
<p>Requalifications of operators are based on evidence of continued satisfactory performance (primarily audio/video tape reviews) and shall be done at least every two years . Unsatisfactory performance will result in disqualification. Unsatisfactory performance is defined as the misidentification of a prohibited item in a training drum or a score of less than 80% on the comprehensive exam. Retraining and demonstration of satisfactory performance are required before a disqualified operator is again allowed to operate the radiography system.</p>	<p>YES</p>	<p>MP-RTQP-14.4, Personnel Qualification and Certification QP-OT-3A RTR Qualification Package</p>
<p>A training drum with internal containers of various sizes is scanned biannually by each operator. The audio/video tape or equivalent media is then reviewed by a supervisor to ensure that operator's interpretations remain consistent and accurate. Imaging system characteristic are verified on a routine basis.</p>	<p>YES</p>	<p>QP-OT-3A RTR Qualification Package</p>

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<p>B1-3b(3)</p> <p>Visual examination consists of a semi-quantitative and qualitative evaluation of the waste container contents and is recorded on audio/video tape. Standardized training for VE has been developed to include both formal classroom training and OJT. Personnel performing VE are instructed in the specific waste generating processes, typical packaging configurations, and the waste material parameters expected to be found in each Waste Matrix Code at the AMWTP. The OJT and apprenticeship is conducted by an operator experienced and qualified in VE prior to qualification of the candidate. The training is site specific to include the various waste configurations at the AMWTP. Visual examination personnel are requalified once every two years. Refer to MP-RTQP-14.4, Personnel Qualification and Certification, for specific requirements for qualification and requalification of VE operators.</p>	<p>YES</p>	<p>QP-OT-4B</p>
<p>The elements of the VE training program are presented below:</p> <p>B1-3b(4) Formal Training</p> <ul style="list-style-type: none"> • Project Requirements • State and Federal Regulations • Application Techniques • Site-Specific Instruction 	<p>YES</p>	<p>QP-OT-4B</p>
<p>B1-3b(5) On-the-Job Training</p> <ul style="list-style-type: none"> • Identification of Packaging Configurations • Identification of Waste Material Parameters • Weight and Volume Estimation • Identification of Prohibited Items 	<p>YES</p>	<p>QP-OT-4B</p>

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<p>B1-3b(5) Continued</p> <p>The AMWTP designates visual examination experts (VEE). The VEE is selected based on experience and training in the types of waste being characterized.</p> <p>The VEE will receive training in the same elements as the visual examination personnel with both formal training and on-the-job training.</p> <p>Qualification of a VEE is based on familiarity with waste generating processes, familiarity with the types of waste being characterized, and meeting the training requirements discussed above.</p> <p>The SPM evaluates personnel, using the above criteria, and designates VEEs accordingly.</p> <p>Consistent with other VE personnel, the VEE will be requalified once every two years. VEEs selected will meet the qualification and training requirements specified in MP-RTQP-14.4, Personnel Qualification and Certification.</p>	<p>YES</p>	<p>MP-ADMN-1.6, Recruitment, Selection and Hiring of Personnel</p> <p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans</p> <p>MP-RTQP-14.4, Personnel Qualification and Certification</p> <p>TCVEEXPT, VEE Training Checklist</p>
<p>B3-10a(1) Independent Technical Reviewer (ITR)</p> <ul style="list-style-type: none"> The independent technical review is performed by an individual other than the data generator who is qualified to have performed the initial work. 	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans</p> <p>MP-RTQP-14.4, Personnel Qualification and Certification</p>
<p>B3-14 Special Training Requirements and Certifications</p> <p>Before performing activities that affect WIPP-WAP quality, all personnel receive indoctrination into the applicable scope, purpose, and objectives of the WIPP-WAP and the specific QAOs of the assigned task. Personnel assigned to perform activities for the WIPP-WAP have the education, experience, and training applicable to the functions associated with the work.</p> <p>Evidence of personnel proficiency and demonstration of competence in the task(s) assigned is demonstrated and documented. All personnel designated to work on specific aspects of the WIPP-WAP maintain qualification (that is, training and certification) throughout the duration of the work. Qualification requirements for personnel are documented in Individual Training Plans or qualification packages, prepared in accordance with MPRTQP-14.1, Preparation and Administration of Individual Training Plans, and MP-RTQP-14.4, Personnel Qualification and Certification. Job performance is evaluated and documented at periodic intervals to ensure personnel maintain proficiency and record additions to training, as necessary per MPRTQP- 14.4, Personnel Qualification and Certification.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans</p> <p>MP-RTQP-14.4, Personnel Qualification and Certification</p> <p>MP-RTQP-14.19, Training Records Administration</p>

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<p>B4-3a Qualifications and Training Requirements To ensure compliance with the requirements for compiling assembling, evaluating, assessing and resolving discrepancies associated with AK, AMWTP AK personnel shall be trained in accordance with MP-RTQP-14.4, Personnel Qualification and Certification. The training requirements shall include the following subjects:</p> <ul style="list-style-type: none"> • WIPP-WAP in permit Attachment B and the Treatment, Storage and Disposal Facility Waste Acceptance Criteria specified in this permit. • State and Federal RCRA regulations associated with solid and hazardous waste characterization. • Discrepancy resolution and reporting processes. • Site-specific procedures associated with waste characterization using AK. 	<p>YES</p>	<p>MP-RTQP-14.4, Personnel Qualification and Certification</p>
<p>B4-3b Procedures are implemented that will ensure that prohibited items are documented and managed in accordance with the AMWTP Certification Plan, MP-TRUW-8.1. The following minimum elements are addressed in site-specific documentation associated with administrative controls:</p> <ul style="list-style-type: none"> • On-the-job training specific to administrative control procedures has been developed as specified in MP-RTQP-14.6, Job Analysis, and MP-RTQP-14.24, Training Needs Analysis. 	<p>YES</p>	<p>MP-RTQP-14.4, Personnel Qualification and Certification</p>
<p>B4-3b(9)Procedures Used for Administrative Control The following minimum elements are addressed in site-specific documentation associated with administrative controls:</p> <ul style="list-style-type: none"> • On-the-job training specific to administrative control procedures has been developed as specified in the MP-RTQP-14.6, Job Analysis, and MP-RTQP-14.24, Training Needs Analysis. 	<p>YES</p>	<p>MP-RTQP-14.4, Personnel Qualification and Certification MP-RTQP-14.6, Job Analysis MP-RTQP-14.24, Training Needs Analysis</p>

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Appendix C

ESHPOP Personnel Training and Qualification Program Requirements

NOTE: *The Training Plan requirements listed below are derived from regulatory standards, permit requirements, and DOE orders other than DOE Order 5480.20A, Personnel Qualification, and Training Requirements for DOE Nuclear Facilities.*

Training Requirements	REQUIREMENT MET	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION
<p>This table include training requirements from the follow standards, permits and procedures:</p> <ol style="list-style-type: none"> 1. 10 CFR 830 Subpart A Quality Assurance Requirements 2. 10 CFR 835 Occupational Radiation Protection 3. 29 CFR 1910.120 Hazardous Waste Operations 4. 29 CFR 1926.65 Hazardous Waste Operations for Construction 5. 29 CFR 1926.21 Safety Training and Education 6. 29 CFR 1926.20 Contractor Requirements 7. DOE Order 5480.19 Conduct of Operations Requirements for DOE Facilities 8. MP-EC&P-03-IM HWMA/RCRA Implementation Matrix: Appendix A – HWMA/RCRA Storage Permit Requirements and Appendix B – TSA Interim Status Requirements 9. QAPP-01 Quality Assurance Program Plan 		
1. 10 CFR 830 Subpart A Quality Assurance Requirements		
<p>10 CFR 830.122</p> <p>(b) Criterion 2 – Management/Personnel Training and Qualification.</p> <ol style="list-style-type: none"> (1) Training and qualify personnel to be capable of performing their assigned work. (2) Provide continuing training to personnel to maintain their job proficiency. 	YES	MP-RTQP-14.1, Preparation and Administration Individual Training Plans

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<p>10 CFR 830.122 (continued)</p> <p>(c) Criterion 3 – Management/Quality Improvement.</p> <p>(1) Establish and implement processes to detect and prevent quality problems.</p> <p>(2) Identify, control, and correct items, services, and processes that do not meet established requirements.</p> <p>(3) Identify the causes of problems and work to prevent recurrence as a part of correcting the problem.</p> <p>(4) Review item characteristics, process implementation, and other quality-related information to identify items, services, and processes needing improvement.</p>	<p>YES</p>	<p>MP-RTQP-14.17, Incorporating Change Actions and Lessons Learned into Training</p> <p>MP-ISIH-2.43, AMWTP Lessons Learned</p>
<p>2. 10 CFR 835 Occupational Radiation Protection</p>		
<p>10 CFR 835.103 Education, training and skills.</p> <p>Individuals responsible for developing and implementing measures necessary for ensuring compliance with the requirements of this part shall have the appropriate education, training, and skills to discharge these responsibilities.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans</p> <p>MP-RTQP-14.2, Training Staff Qualification</p> <p>MP-RTQP-14.22, Radiological Safety Training</p>
<p>835.104 Written Procedures.</p> <p>Written procedures shall be developed and implemented as necessary to ensure compliance with this part, commensurate with the radiological hazards created by the activity and consistent with the education, training, and skills of the individuals exposed to those hazards.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Individual Training Plans</p> <p>MP-RTQP-14.2, Training Staff Qualification</p> <p>MP-RTQP-14.22, Radiological Safety Training</p>

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<p>10 CFR 835.901 Radiation Safety Training.</p> <p>(a) Each individual shall complete radiation safety training on the topics established at § 835.901(c) commensurate with the hazards in the area and the required controls:</p> <p>(1) Before being permitted unescorted access to controlled areas; and</p> <p>(2) Before receiving occupational dose during access to controlled areas at a DOE site or facility.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans</p> <p>MP-RTQP-14.22, Radiological Safety Training</p>
<p>10 CFR 835.901 (b) Each individual shall demonstrate knowledge of the radiation safety training topics established at § 835.901(c), commensurate with the hazards in the area and required controls, by successful completion of an examination and performance demonstrations:</p> <p>(1) Before being permitted unescorted access to radiological areas; and</p> <p>(2) Before performing unescorted assignments as a radiological worker.</p>	<p>YES</p>	<p>MP-RTQP-14.22, Radiological Safety Training</p>
<p>10 CFR 835.901 (c) Radiation safety training shall include the following topics, to the extent appropriate to each individual's prior training, work assignments, and degree of exposure to potential radiological hazards:</p> <p>(1) Risks of exposure to radiation and radioactive materials, including prenatal radiation exposure;</p> <p>(2) Basic radiological fundamentals and radiation protection concepts;</p> <p>(3) Physical design features, administrative controls, limits, policies, procedures, alarms, and other measures implemented at the facility to manage doses and maintain doses ALARA, including both routine and emergency actions;</p> <p>(4) Individual rights and responsibilities as related to implementation of the facility radiation protection program;</p> <p>(5) Individual responsibilities for implementing ALARA measures required by § 835.101; and</p> <p>(6) Individual exposure reports that may be requested in accordance with § 835.801.</p>	<p>YES</p>	<p>MP-RTQP-14.22, Radiological Safety Training</p>

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<p>10 CFR 835.901 (d) When an escort is used in lieu of training in accordance with paragraph (a) or (b) of this section, the escort shall:</p> <p>(1) Have completed radiation safety training, examinations, and performance demonstrations required for entry to the area and performance of the work; and</p> <p>(2) Ensure that all escorted individuals comply with the documented radiation protection program.</p>	<p>YES</p>	<p>MP-RTQP-14.22, Radiological Safety Training</p>
<p>10 CFR 835.901 (e) Radiation safety training shall be provided to individuals when there is a significant change to radiation protection policies and procedures that may affect the individual and at intervals not to exceed 24 months. Such training provided for individuals subject to the requirements of § 835.901(b)(1) and (b)(2) shall include successful completion of an examination</p>	<p>YES</p>	<p>MP-RTQP-14.22, Radiological Safety Training</p>
<p>10 CFR 835.1302 Emergency Exposure Situations</p> <p>(d) Each individual authorized to perform emergency actions likely to result in occupational doses exceeding the values of the limits provided at § 835.202(a) shall be trained in accordance with § 835.901(b) and briefed beforehand on the known or anticipated hazards to which the individual will be subjected.</p>	<p>YES</p>	<p>MP-RTQP-14.22, Radiological Safety Training</p>
<p>3. 29 CFR 1910.120 Hazardous Waste Operations</p>		
<p>29CFR1910.120 (p)(7)(i)</p> <p><i>New employees.</i> The employer shall develop and implement a training program which is part of the employer's safety and health program, for employees exposed to health hazards or hazardous substances at TSD operations to enable the employees to perform their assigned duties and functions in a safe and healthful manner so as not to endanger themselves or other employees.</p> <p>The initial training shall be for 24 hours and refresher training shall be for eight hours annually.</p> <p>Employees who have received the initial training required by this paragraph shall be given a written certificate attesting that they have successfully completed the necessary training.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans Individual Training Plans MP-RTQP-14.4, Personnel Qualification and Certification</p> <p>MP-RTQP-14.7, Designing Courses MP-RTQP-14.9, Instructional Materials Development, Revision and Control</p>

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<p>29CFR1910.120 (p)(7)(ii) <i>Current employees.</i> Employers who can show by an employee's previous work experience and/or training that the employee has had training equivalent to the initial training required by this paragraph, shall be considered as meeting the initial training requirements of this paragraph as to that employee. Equivalent training includes the training that existing employees might have already received from actual site work experience. Current employees shall receive eight hours of refresher training annually.</p>	<p>YES</p>	<p>MP-RTQP-14.3, Training Exceptions, Exemptions, and Extensions</p>
<p>29CFR1910.120 (p)(7)(iii) <i>Trainers.</i> Trainers who teach initial training shall have satisfactorily completed a training course for teaching the subjects they are expected to teach or they shall have the academic credentials and instruction experience necessary to demonstrate a good command of the subject matter of the courses and competent instructional skills.</p>	<p>YES</p>	<p>MP-RTQP-14.2, Training Staff Qualification</p>
<p>29CFR1910.120(p)(8)(iii)(A) Training for emergency response employees shall be completed before they are called upon to perform in real emergencies. Such training shall include the elements of the emergency response plan, standard operating procedures the employer has established for the job, the personal protective equipment to be worn and procedures for handling emergency incidents.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans Individual Training Plans MP-RTQP-14.4, Personnel Qualification and Certification</p>
<p>29CFR1910.120(p)(8)(iii)(B) Employee members of TSD facility emergency response organizations shall be trained to a level of competence in the recognition of health and safety hazards to protect themselves and other employees.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans Individual Training Plans</p>
<p>29CFR1910.120(p)(8)(iii)(C) The employer shall certify that each covered employee has attended and successfully completed the training required in paragraph (p)(8)(iii) of this section, or shall certify the employee's competency for certification of training shall be recorded and maintained by the employer.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans Individual Training Plans</p>

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<p>4. 29 CFR 1926.65 Hazardous Waste Operations for Construction 29CFR1926.65(b)(1)(ii) The written safety and health program shall incorporate the following: 1926.65(b)(1)(ii)(A) An organizational structure; 1926.65(b)(2) "Organizational structure part of the site program" – 1926.65(b)(2)(i) The organizational structure part of the program shall establish the specific chain of command and specify the overall responsibilities of supervisors and employees. It shall include, at a minimum, the following elements: 1926.65(b)(2)(i)(A) A general supervisor who has the responsibility and authority to direct all hazardous waste operations. 1926.65(b)(2)(i)(B) A site safety and health supervisor who has the responsibility and authority to develop and implement the site safety and health plan and verify compliance. 1926.65(b)(2)(i)(C) All other personnel needed for hazardous waste site operations and emergency response and their general functions and responsibilities. 1926.65(b)(2)(i)(D) The lines of authority, responsibility, and communication. 1926.65(b)(2)(ii) The organizational structure shall be reviewed and updated as necessary to reflect the current status of waste site operations.</p>	<p>YES</p>	<p>MP-ISIH-02-IM, Hazardous Waste Operations and Emergency Response Implementation Matrix MP-COPS-9.2, Low-Level Waste Certification Plan</p>

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<p>1926.65(e) "Training" - 1926.65(e)(1) "General." 1926.65(e)(1)(i) All employees working on site (such as but not limited to equipment operators, general laborers and others) exposed to hazardous substances, health hazards, or safety hazards and their supervisors and management responsible for the site shall receive training meeting the requirements of this paragraph before they are permitted to engage in hazardous waste operations that could expose them to hazardous substances, safety, or health hazards, and they shall receive review training as specified in this paragraph. 1926.65(e)(1)(ii) Employees shall not be permitted to participate in or supervise field activities until they have been trained to a level required by their job function and responsibility.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification and Certification</p>
<p>1926.65(e)(2) "Elements to be covered." The training shall thoroughly cover the following: (i) Names of personnel and alternates responsible for site safety and health; (ii) Safety, health and other hazards present on the site; (iii) Use of personal protective equipment; (vi) Work practices by which the employee can minimize risks from hazards; (v) Safe use of engineering controls and equipment on the site; (vi) Medical surveillance requirements, including recognition of symptoms and signs which might indicate overexposure to hazards; and (vii) The contents of paragraphs (G) through (J) of the site safety and health plan set forth in paragraph (b)(4)(ii) of this section.</p>	<p>YES</p>	<p>24 hr Hazwoper Training T2510 8 hr Hazwoper Refresher T2520</p>
<p>1926.65(e)(3) "Initial training." 1926.65(e)(3)(i) General site workers (such as equipment operators, general laborers and supervisory personnel) engaged in hazardous substance removal or other activities which expose or potentially expose workers to hazardous substances and health hazards shall receive a minimum of 40 hours of instruction off the site, and a minimum of three days actual field experience under the direct supervision of a trained, experienced supervisor.</p>	<p>N/A</p>	<p>40 Hr Hazwoper is not required for TSD facilities. [Refer to 29 CFR 1910.120(p)]</p>

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<p>1926.65(e)(3)(ii) Workers on site only occasionally for a specific limited task (such as, but not limited to, ground water monitoring, land surveying, or geo-physical surveying) and who are unlikely to be exposed over permissible exposure limits and published exposure limits shall receive a minimum of 24 hours of instruction off the site, and the minimum of one day actual field experience under the direct supervision of a trained, experienced supervisor.</p> <p>1926.65(e)(3)(iii) Workers regularly on site who work in areas which have been monitored and fully characterized indicating that exposures are under permissible exposure limits and published exposure limits where respirators are not necessary, and the characterization indicates that there are no health hazards or the possibility of an emergency developing, shall receive a minimum of 24 hours of instruction off the site and the minimum of one day actual field experience under the direct supervision of a trained, experienced supervisor.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification and Certification</p>
<p>1926.65(e)(3)(iv) Workers with 24 hours of training who are covered by paragraphs (e)(3)(ii) and (e)(3)(iii) of this section, and who become general site workers or who are required to wear respirators, shall have the additional 16 hours and two days of training necessary to total the training specified in paragraph (e)(3)(i).</p>	<p>N/A</p>	<p>40 Hr Hazwoper is not required for TSD facilities. [Refer to 29 CFR 1910.120(p)]</p>
<p>1926.65(e)(4) "Management and supervisor training." On-site management and supervisors directly responsible for, or who supervise employees engaged in, hazardous waste operations shall receive 40 hours initial training, and three days of supervised field experience (the training may be reduced to 24 hours and one day if the only area of their responsibility is employees covered by paragraphs (e)(3)(ii) and (e)(3)(iii)) and at least eight additional hours of specialized training at the time of job assignment on such topics as, but not limited to, the employer's safety and health program and the associated employee training program, personal protective equipment program, spill containment program, and health hazard monitoring procedure and techniques.</p>	<p>N/A</p>	<p>40 Hr Hazwoper is not required for TSD facilities. [Refer to 29 CFR 1910.120(p)]</p>
<p>1926.65(e)(5) "Qualifications for trainers." Trainers shall be qualified to instruct employees about the subject matter that is being presented in training. Such trainers shall have satisfactorily completed a training program for teaching the subjects they are expected to teach, or they shall have the academic credentials and instructional experience necessary for teaching the subjects. Instructors shall demonstrate competent instructional skills and knowledge of the applicable subject matter.</p>	<p>YES</p>	<p>MP-RTQP-14.2, Training Staff Qualification</p>

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<p>1926.65(e)(6) "Training certification." Employees and supervisors that have received and successfully completed the training and field experience specified in paragraphs (e)(1) through (e)(4) of this section shall be certified by their instructor or the head instructor and trained supervisor as having successfully completed the necessary training. A written certificate shall be given to each person so certified. Any person who has not been so certified or who does not meet the requirements of paragraph (e)(9) of this section shall be prohibited from engaging in hazardous waste operations.</p>	<p>YES</p>	<p>MP-RTQP-14.4, Personnel Qualification and Certification 24 hr Hazwoper Training T2510 8 hr Hazwoper Refresher T2520</p>
<p>1926.65(e)(7) "Emergency response." Employees who are engaged in responding to hazardous emergency situations at hazardous waste clean-up sites that may expose them to hazardous substances shall be trained in how to respond to such expected emergencies.</p>	<p>YES</p>	<p>24 hr Hazwoper Training T2510 8 hr Hazwoper Refresher T2520</p>
<p>1926.65(e)(8) "Refresher training." Employees specified in paragraph (e)(1) of this section, and managers and supervisors specified in paragraph (e)(4) of this section, shall receive eight hours of refresher training annually on the items specified in paragraph (e)(2) and/or (e)(4) of this section, any critique of incidents that have occurred in the past year that can serve as training examples of related work, and other relevant topics.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification and Certification 8 hr Hazwoper Refresher T2520</p>
<p>1926.65(e)(9) "Equivalent training." Employers who can show by documentation or certification that an employee's work experience and/or training has resulted in training equivalent to that training required in paragraphs (e)(1) through (e)(4) of this section shall not be required to provide the initial training requirements of those paragraphs to such employees and shall provide a copy of the certification or documentation to the employee upon request. However, certified employees or employees with equivalent training new to a site shall receive appropriate, site specific training before site entry and have appropriate supervised field experience at the new site. Equivalent training includes any academic training or the training that existing employees might have already received from actual hazardous waste site work experience.</p>	<p>YES</p>	<p>MP-RTQP-14.3, Exceptions and Extensions to Training, Qualification and Certification</p>

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<p>1926.65(p)(7) "Training program" - 1926.65(p)(7)(i) "New employees." The employer shall develop and implement a training program, which is part of the employer's safety and health program, for employees exposed to health hazards or hazardous substances at TSD operations to enable the employees to perform their assigned duties and functions in a safe and healthful manner so as not endanger themselves or other employees. The initial training shall be for 24 hours and refresher training shall be for eight hours annually. Employees who have received the initial training required by this paragraph shall be given a written certificate attesting that they have successfully completed the necessary training.</p>	<p>YES</p>	<p>MP-RTQP-14.20, Training Implementation Matrix 24 hr Hazwoper Training T2510</p>
<p>1926.65(p)(7)(ii) "Current employees." Employers who can show by an employee's previous work experience and/or training that the employee has had training equivalent to the initial training required by this paragraph, shall be considered as meeting the initial training requirements of this paragraph as to that employee. Equivalent training includes the training that existing employees might have already received from actual site work experience. Current employees shall receive eight hours of refresher training annually.</p>	<p>YES</p>	<p>MP-RTQP-14.3, Exceptions and Extensions to Training, Qualification and Certification</p>
<p>1926.65(p)(7)(iii) "Trainers." Trainers who teach initial training shall have satisfactorily completed a training course for teaching the subjects they are expected to teach or they shall have the academic credentials and instruction experience necessary to demonstrate a good command of the subject matter of the courses and competent instructional skills.</p>	<p>YES</p>	<p>MP-RTQP-14.2, Training Staff Qualification</p>
<p>1926.65(p)(8)(iii) "Training." 1926.65(p)(8)(iii)(A) Training for emergency response employees shall be completed before they are called upon to perform in real emergencies. Such training shall include the elements of the emergency response plan, standard operating procedures the employer has established for the job, the personal protective equipment to be worn and procedures for handling emergency incidents.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification and Certification</p>

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<p>1926.65(p)(8)(iii)(B) Employee members of TSD facility emergency response organizations shall be trained to a level of competence in the recognition of health and safety hazards to protect themselves and other employees. This would include training in the methods used to minimize the risk from safety and health hazards; in the safe use of control equipment; in the selection and use of appropriate personal protective equipment; in the safe operating procedures to be used at the incident scene; in the techniques of coordination with other employees to minimize risks; in the appropriate response to over exposure from health hazards or injury to themselves and other employees; and in the recognition of subsequent symptoms which may result from over exposures.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification and Certification</p>
<p>1926.65(p)(8)(iii)(C) The employer shall certify that each covered employee has attended and successfully completed the training required in paragraph (p)(8)(iii) of this section, or shall certify the employee's competency at least yearly. The method used to demonstrate competency for certification of training shall be recorded and maintained by the employer.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification and Certification</p>
<p>1926.65(q)(6) "Training." Training shall be based on the duties and function to be performed by each responder of an emergency response organization. The skill and knowledge levels required for all new responders, those hired after the effective date of this standard, shall be conveyed to them through training before they are permitted to take part in actual emergency operations on an incident. Employees who participate, or are expected to participate, in emergency response, shall be given training in accordance with the following paragraphs:</p>	<p>YES</p>	<p>MP-RTQP-14.7, Designing Courses MP-RTQP-14.9, Instructional Materials Development, Revision and Control</p>

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<p>1926.65(q)(6)(i) "First responder awareness level." First responders at the awareness level are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They would take no further action beyond notifying the authorities of the release. First responders at the awareness level shall have sufficient training or have had sufficient experience to objectively demonstrate competency in the following areas:</p> <p>1926.65(q)(6)(i)(A) An understanding of what hazardous substances are, and the risks associated with them in an incident.</p> <p>1926.65(q)(6)(i)(B) An understanding of the potential outcomes associated with an emergency created when hazardous substances are present.</p> <p>1926.65(q)(6)(i)(C) The ability to recognize the presence of hazardous substances in an emergency.</p> <p>1926.65(q)(6)(i)(D) The ability to identify the hazardous substances, if possible.</p> <p>1926.65(q)(6)(i)(E) An understanding of the role of the first responder awareness individual in the employer's emergency response plan including site security and control and the U.S. Department of Transportation's Emergency Response Guidebook.</p> <p>1926.65(q)(6)(i)(F) The ability to realize the need for additional resources, and to make appropriate notifications to the communication center.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans</p> <p>MP-RTQP-14.4, personnel Qualification and Certification</p>

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<p>1926.65(q)(6)(ii) "First responder operations level." First responders at the operations level are individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and prevent exposures. First responders at the operational level shall have received at least eight hours of training or have had sufficient experience to objectively demonstrate competency in the following areas in addition to those listed for the awareness level and the employer shall so certify:</p> <p>1926.65(q)(6)(ii)(A) Knowledge of the basic hazard and risk assessment techniques.</p> <p>1926.65(q)(6)(ii)(B) Know how to select and use proper personal protective equipment provided to the first responder operational level.</p> <p>1926.65(q)(6)(ii)(C) An understanding of basic hazardous materials terms.</p> <p>1926.65(q)(6)(ii)(D) Know how to perform basic control, containment and/or confinement operations within the capabilities of the resources and personal protective equipment available with their unit.</p> <p>1926.65(q)(6)(ii)(E) Know how to implement basic decontamination procedures.</p> <p>1926.65(q)(6)(ii)(F) An understanding of the relevant standard operating procedures and termination procedures.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification and Certification</p>

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<p>1926.65(q)(6)(iii) "Hazardous materials technician." Hazardous materials technicians are individuals who respond to releases or potential releases for the purpose of stopping the release. They assume a more aggressive role than a first responder at the operations level in that they will approach the point of release in order to plug, patch or otherwise stop the release of a hazardous substance. Hazardous materials technicians shall have received at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas and the employer shall so certify:</p> <p>1926.65(q)(6)(iii)(A) Know how to implement the employer's emergency response plan.</p> <p>1926.65(q)(6)(iii)(B) Know the classification, identification and verification of known and unknown materials by using field survey instruments and equipment.</p> <p>1926.65(q)(6)(iii)(C) Be able to function within an assigned role in the Incident Command System.</p> <p>1926.65(q)(6)(iii)(D) Know how to select and use proper specialized chemical personal protective equipment provided to the hazardous materials technician.</p> <p>1926.65(q)(6)(iii)(E) Understand hazard and risk assessment techniques.</p> <p>1926.65(q)(6)(iii)(F) Be able to perform advance control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available with the unit.</p> <p>1926.65(q)(6)(iii)(G) Understand and implement decontamination procedures.</p> <p>1926.65(q)(6)(iii)(H) Understand termination procedures.</p> <p>1926.65(q)(6)(iii)(I) Understand basic chemical and toxicological terminology and behavior.</p>	<p>N/A</p>	<p>AMWTP relies on the INL Fire Dept for these activities.</p>

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<p>1926.65(q)(6)(iv) "Hazardous materials specialist." Hazardous materials specialists are individuals who respond with and provide support to hazardous materials technicians. Their duties parallel those of the hazardous materials technician, however, those duties require a more directed or specific knowledge of the various substances they may be called upon to contain. The hazardous materials specialist would also act as the site liaison with Federal, state, local and other government authorities in regards to site activities. Hazardous materials specialists shall have received at least 24 hours of training equal to the technician level and in addition have competency in the following areas and the employer shall so certify:</p> <p>1926.65(q)(6)(iv)(A) Know how to implement the local emergency response plan.</p> <p>1926.65(q)(6)(iv)(B) Understand classification, identification and verification of known and unknown materials by using advanced survey instruments and equipment.</p> <p>1926.65(q)(6)(iv)(C) Know of the state emergency response plan.</p> <p>1926.65(q)(6)(iv)(D) Be able to select and use proper specialized chemical personal protective equipment provided to the hazardous materials specialist.</p> <p>1926.65(q)(6)(iv)(E) Understand in-depth hazard and risk techniques.</p> <p>1926.65(q)(6)(iv)(F) Be able to perform specialized control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available.</p> <p>1926.65(q)(6)(iv)(G) Be able to determine and implement decontamination procedures.</p> <p>1926.65(q)(6)(iv)(H) Have the ability to develop a site safety and control plan.</p> <p>1926.65(q)(6)(iv)(I) Understand chemical, radiological and toxicological terminology and behavior.</p>	<p>N/A</p>	<p>AMWTP relies on the INL Fire Dept for these activities.</p>

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<p>1926.65(q)(6)(v) "On scene incident commander." Incident commanders, who will assume control of the incident scene beyond the first responder awareness level, shall receive at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas and the employer shall so certify:</p> <p>1926.65(q)(6)(v)(A) Know and be able to implement the employer's incident command system.</p> <p>1926.65(q)(6)(v)(B) Know how to implement the employer's emergency response plan.</p> <p>1926.65(q)(6)(v)(C) Know and understand the hazards and risks associated with employees working in chemical protective clothing.</p> <p>1926.65(q)(6)(v)(D) Know how to implement the local emergency response plan.</p> <p>1926.65(q)(6)(v)(E) Know of the state emergency response plan and of the Federal Regional Response Team.</p> <p>1926.65(q)(6)(v)(F) Know and understand the importance of decontamination procedures.</p>	<p>YES</p>	<p>MP-RTQP-14.4, Personnel Qualification and Certification</p>
<p>1926.65(q)(7) "Trainers." Trainers who teach any of the above training subjects shall have satisfactorily completed a training course for teaching the subjects they are expected to teach, such as the courses offered by the U.S. National Fire Academy, or they shall have the training and/or academic credentials and instructional experience necessary to demonstrate competent instructional skills and a good command of the subject matter of the courses they are to teach.</p>	<p>YES</p>	<p>MP-RTQP-14.2, Training Staff Qualification</p>

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<p>1926.65(q)(8) "Refresher training." 1926.65(q)(8)(i) Those employees who are trained in accordance with paragraph (q)(6) of this section shall receive annual refresher training of sufficient content and duration to maintain their competencies, or shall demonstrate competency in those areas at least yearly. 1926.65(q)(8)(ii) A statement shall be made of the training or competency, and if a statement of competency is made, the employer shall keep a record of the methodology used to demonstrate competency.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification and Certification MP-RTQP-14.19, Training Records Administration</p>
<p>5. 29 CFR 1926.21 Safety Training and Education</p>		
<p>1926.21(a) General requirements. The Secretary shall, pursuant to section 107(f) of the Act, establish and supervise programs for the education and training of employers and employees in the recognition, avoidance and prevention of unsafe conditions in employments covered by the act.</p>	<p>YES</p>	<p>MP-RTQP-14.20, Training Implementation Matrix</p>
<p>http://www.osha.gov/pls/oshaweb/owalink.query_links?src_doc_type=STANDARDS&src_unique_file=1926_0021&src_anchor_name=1926.21(b)1 1926.21(b) Employer responsibility. 1926.21(b)(1) The employer should avail himself of the safety and health training programs the Secretary provides.</p>	<p>YES</p>	<p>MP-RTQP-14.20, Training Implementation Matrix</p>
<p>http://www.osha.gov/pls/oshaweb/owalink.query_links?src_doc_type=STANDARDS&src_unique_file=1926_0021&src_anchor_name=1926.21(b)2 1926.21(b)(2) The employer shall instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification and Certification</p>

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<p>1926.21(b)(3) Employees required to handle or use poisons, caustics, and other harmful substances shall be instructed regarding the safe handling and use, and be made aware of the potential hazards, personal hygiene, and personal protective measures required.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification and Certification</p>
<p>1926.21(b)(4) In job site areas where harmful plants or animals are present, employees who may be exposed shall be instructed regarding the potential hazards, and how to avoid injury, and the first aid procedures to be used in the event of injury.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification and Certification</p>
<p>1926.21(b)(5) Employees required to handle or use flammable liquids, gases, or toxic materials shall be instructed in the safe handling and use of these materials and made aware of the specific requirements contained in Subparts D, F, and other applicable subparts of this part.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification and Certification</p>
<p><u>1926.21(b)(6)</u> <u>1926.21(b)(6)(i)</u> All employees required to enter into confined or enclosed spaces shall be instructed as to the nature of the hazards involved, the necessary precautions to be taken, and in the use of protective and emergency equipment required. The employer shall comply with any specific regulations that apply to work in dangerous or potentially dangerous areas.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification and Certification</p>
<p><u>1926.21(b)(6)(ii)</u> For purposes of paragraph (b)(6)(i) of this section, "confined or enclosed space" means any space having a limited means of egress, which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, process vessels, bins, boilers, ventilation or exhaust ducts, sewers, underground utility vaults, tunnels, pipelines, and open top spaces more than 4 feet in depth such as pits, tubs, vaults, and vessels.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification and Certification</p>

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<p>6. 29 CFR 1926.20 Contractor Requirements</p> <p>1926.20(a) Contractor requirements.</p> <p>1926.20(a)(1) Section 107 of the Act requires that it shall be a condition of each contract which is entered into under legislation subject to Reorganization Plan Number 14 of 1950 (64 Stat. 1267), as defined in 1926.12, and is for construction, alteration, and/or repair, including painting and decorating, that no contractor or subcontractor for any part of the contract work shall require any laborer or mechanic employed in the performance of the contract to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health or safety.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans</p> <p>MP-RTQP-14.4, Personnel Qualification and Certification</p>

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<p>http://www.osha.gov/pls/oshaweb/owalink.query_links?src_doc_type=ST&ANDARDS&src_unique_file=1926_0020&src_anchor_name=1926.20(b)1926.20(b)926.20(b)1 Accident prevention responsibilities. 1926.20(b)(1) It shall be the responsibility of the employer to initiate and maintain such programs as may be necessary to comply with this part.</p> <p>http://www.osha.gov/pls/oshaweb/owalink.query_links?src_doc_type=ST&ANDARDS&src_unique_file=1926_0020&src_anchor_name=1926.20(b)21926.20(b)2 Such programs shall provide for frequent and regular inspections of the job sites, materials, and equipment to be made by competent persons designated by the employers. 1926.20(b)(3) The use of any machinery, tool, material, or equipment which is not in compliance with any applicable requirement of this part is prohibited. Such machine, tool, material, or equipment shall either be identified as unsafe by tagging or locking the controls to render them inoperable or shall be physically removed from its place of operation.</p> <p>http://www.osha.gov/pls/oshaweb/owalink.query_links?src_doc_type=ST&ANDARDS&src_unique_file=1926_0020&src_anchor_name=1926.20(b)41926.20(b)4 The employer shall permit only those employees qualified by training or experience to operate equipment and machinery.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification and Certification MP-RTQP-14.20, Training Implementation Matrix MP-ISIH-02-IM, Hazardous Waste Operations and Emergency Response Implementation Matrix MP-COPS-9.18.3, Lockout/Tagout</p>
<p>7. DOE Order 5480.19 Conduct of Operations Requirements for DOE Facilities</p>		
<p>Chapter I C.5. Management Training Formalized supervisory and management training should be incorporated into training programs. This is especially important to the first-line supervisors on shift and should aid them in managing shift activities.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification and Certification</p>

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<p>Chapter V A Facility operation by personnel under instruction should be carefully supervised and controlled to avoid mistakes in operations by unqualified personnel and to use trainees' time effectively.</p>	<p>YES</p>	<p>MP-RTQP-14.4, Personnel Qualification and Certification MP-RTQP-14.13, Performance Assessments</p>
<p>Chapter V B</p> <p>On-shift training should adhere to established training programs so that instructional uniformity will be maintained.</p> <p>On-shift instructors/evaluators should be qualified for the activities they perform to ensure both correct operation and quality training.</p> <p>Trainees should be supervised by qualified operators so that unqualified personnel do not make mistakes that could affect safety.</p> <p>Policies that direct how trainees may be used to support operations work activities should be developed.</p> <p>These policies should ensure that trainee personnel are effectively and appropriately used and that they are aware of all operating limits and hazards.</p> <p>The operations supervisor (or equivalent) should approve the training program so that it will best meet operations needs. On-shift training should be appropriately documented.</p>	<p>YES</p>	<p>MP-RTQP-14.4, Personnel Qualification and Certification MP-RTQP-14.13, Performance Assessments</p>
<p>Chapter V C. GUIDELINES</p> <p>1. Adherence to Training Programs</p> <p>On-shift training should be conducted in accordance with training programs that specifically identify items the trainee must accomplish on shift.</p> <p>The knowledge requirements for each item should be defined as well as what the trainee must do (perform, simulate, observe, or discuss).</p> <p>Both the instructor and the trainee should understand what is required for each training item.</p>	<p>YES</p>	<p>MP-RTQP-14.4, Personnel Qualification and Certification MP-RTQP-14.13, Performance Assessments</p>

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<p>Chapter V C. GUIDELINES</p> <p>2. On-shift Instructor Qualification</p> <p>On-shift training should be conducted by qualified operators.</p> <p>This may require the successful completion of appropriate instructor training requirements for on-shift training.</p> <p>The on-shift instructors should be specifically selected, taking into account communication skills, technical knowledge, and ability to provide trainees with hands-on experience.</p>	<p>YES</p>	<p>MP-RTQP-14.2, Training Staff Qualification</p> <p>MP-RTQP-14.13, Performance Assessments</p>
<p>Chapter V C. GUIDELINES</p> <p>3. Qualified Operator Supervision and Control of Trainees</p> <p>Whenever trainees operate equipment, a qualified operator serving as an on-shift instructor should observe the trainee in order to ensure the trainee does not make an error that could adversely impact the facility.</p> <p>Until the trainee has demonstrated reasonable proficiency in an operation, he/she should discuss the procedure steps, cautions, and notes with the instructor.</p> <p>Trainees should also demonstrate actions to be performed by pointing to the control switch, valve, breaker, etc., that will be manipulated.</p> <p>On-shift instructors should not become complacent with trainees. Just because a trainee has performed a task once does not mean he is aware of all problems that could occur.</p> <p>The instructor should always monitor the trainee closely and remain in a position to intervene or assume control, if necessary.</p> <p>When trainees record equipment parameters on official round sheets (as opposed to practice round sheets) or logs, the on-shift instructor should verify that the recorded information is correct.</p> <p>In addition, the trainee and on-shift instructor should discuss any out-of-specification readings and the consequences of allowing such trend to continue.</p>	<p>YES</p>	<p>MP-RTQP-14.4, Personnel Qualification and Certification</p> <p>MP-RTQP-14.13, Performance Assessments</p>

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<p>Chapter V C. GUIDELINES 4. Operator Qualification Program Approval The operator qualification program should be approved by the operations supervisor, and changes to the program should be coordinated with the training department.</p> <p>For operating positions requiring certification, qualifications should be based on one-to-one instruction at that station.</p>	<p>YES</p>	<p>MP-RTQP-14.4, Personnel Qualification and Certification MP-RTQP-14.13, Performance Assessments</p>
<p>Chapter V C. GUIDELINES 5. Training Documentation Completion of the operator qualification program should be formally documented. Classroom requirements and written exam results should be documented by training department instructors. On-shift training and system checkouts should be documented by on-shift instructors.</p>	<p>YES</p>	<p>MP-RTQP-14.4, Personnel Qualification and Certification MP-RTQP-14.19, Training Records Administration</p>
<p>Chapter V C. GUIDELINES 6. Suspension of Training Trainee operation of equipment should be immediately suspended during unanticipated or abnormal events, accident conditions, or whenever the operations personnel or on-shift instructor believes suspension is necessary to ensure safe and reliable facility operation. During abnormal or accident conditions, trainees should provide assistance at the discretion of the qualified operator.</p>	<p>YES</p>	<p>MP-RTQP-14.4, Personnel Qualification and Certification MP-RTQP-14.13, Performance Assessments</p>
<p>Chapter V C. GUIDELINES 7. Maximum Number of Trainees The maximum number of trainees allowed to simultaneously participate in any particular training evolution needs to be considered.</p> <p>Consideration should be given to training effectiveness and to the potential for adverse effects on the facility. A maximum limit for the trainee-to-instructor ratio will ensure that the trainee is provided with the most effective instruction and will ensure that the instructor is not distracted by having too many trainees at once. Shift supervisors should ensure that established limits are observed.</p>	<p>YES</p>	<p>MP-RTQP-14.4, Personnel Qualification and Certification MP-RTQP-14.13, Performance Assessments</p>

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<p>Chapter IX C.10. Training and Communication</p> <p>a. Training should be provided and documented to ensure that the purpose and function of the Lockout/Tagout program is understood by all personnel and that they have the knowledge and skills required for safe application, use, and removal of Lockouts and Tagouts. Training should include the following:</p> <p>(1) Recognition of applicable hazardous energy sources, type and magnitude of energy or materials involved and methods to isolate and control.</p> <p>(2) Personnel involved should be instructed in the purpose and use of the Lockout/Tagout procedures.</p> <p>(3) All personnel who may enter the area should be trained to recognize the Lockout/Tagout and to understand the procedure and prohibition relating to attempts to restart or re-energize machines or equipment.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans</p> <p>MP-RTQP-14.4, Personnel Qualification And Certification</p> <p>MP-RTQP-14.19, Training Records Administration</p> <p>MP-COPS-9.18.3, Lockout/Tagout</p>
<p>Chapter IX C.10. Training and Communication</p> <p>b. When Tagout systems are used, personnel should be trained in the limitations of tags:</p> <p>(1) Tags are essentially warning devices and do not provide physical restraint on those devices as are provided by a lock.</p> <p>(2) When a Tag is attached, it is not to be removed without authorization of the person responsible for it, it should not be bypassed, ignored, or otherwise defeated.</p> <p>(3) Tags must be legible and understandable by all personnel.</p> <p>(4) Tags and their means of attachment should be able to withstand the environmental conditions encountered in the workplace.</p> <p>(5) Tags may evoke a false sense of security and their meaning needs to be understood.</p> <p>(6) Tags must be securely attached so they cannot be inadvertently or accidentally detached during use.</p>	<p>YES</p>	<p>MP-COPS-9.18.3, Lockout/Tagout</p>

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<p>Chapter IX C.10. Training and Communication</p> <p>c. When Lockout systems are used, personnel should be trained in the limitations of Locks, especially concerning the following:</p> <p>(1) Operation of the facility may be hindered (this is significant when local component operations are necessary, such as remote shutdown or remote control).</p> <p>(2) Locks and chains installed on small instrument line isolation valves can contribute to seismic loading and may not have been considered during safety analysis.</p>	<p>YES</p>	<p>MP-COPS-9.18.3, Lockout/Tagout</p>
<p>Chapter IX C.10. Training and Communication</p> <p>d. Retraining</p> <p>Retraining should be provided for all authorized or affected personnel whenever there is a change in job, procedures, machines, equipment or processes that present new hazards or periodic inspection determines it is needed.</p>	<p>YES</p>	<p>MP-COPS-9.18.3, Lockout/Tagout</p>
<p>8. MP-EC&P-03-IM HWMA/RCRA Implementation Matrix</p>		
<p>MP-EC&P-03-IM HWMA/RCRA Implementation Matrix</p>		
<p>Appendix A – HWMA/RCRA Storage Permit Requirements</p>		
<p>53. The Permittee shall ensure that all personnel who handle HW/MW are trained in HW/MW management, safety, and emergency procedures, as applicable to their job description as it is described in this Permit in accordance with the Training Plan, included as Attachment 5 of this Permit.</p>	<p>YES</p>	<p>MP-EC&P-7.2, AMWTP HWMA/RCRA Permit Management Procedure</p>
<p>54. Documentation of training that personnel have received, in accordance with the Training Plan (included as Attachment 5 of this Permit) and this Permit, shall be maintained by the Permittee at a designated location on the Facility in accordance with IDAPA 58.01.05.008 [40 CFR §264.16(e)] and Permit Condition I.Z.2.</p>	<p>YES</p>	<p>MP-RTQP-14.19, Training Records Administration</p> <p>MP-EC&P-7.17, AMWTP Facility Operating Record</p>

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<p>Attachment 5 (Training Plan)</p> <p>421. Personnel involved in MW handling, management, and operations at the MWMUs participate in a comprehensive Training Plan.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification And Certification</p>
<p>422. In general, these employees receive training on operations, proper handling and management of MW, emergency response procedures, and other HWMA/RCRA related topics.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification And Certification</p>
<p>423. The training consists of a combination of self-study, classroom instruction, computer-based training, and on-the-job training (OJT) in conjunction with qualification programs. Qualified personnel who have expertise in the subject provide the OJT.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification And Certification</p>
<p>424. The AMWTP Training Organization maintains the following documents as part of the Operating Record:</p> <ul style="list-style-type: none"> • The job title and position description, including requisite skills, education, qualifications, and duties for each position related to the management of MW and the names of the employee filling each job, • Written descriptions of the type and amount of both introductory and continuing training required by each person filling a job position involved with the management of MW at the MWMUs, and • Records that document that the minimum training and qualification requirements for the AMWTP personnel involved with management of MW have been successfully completed. 	<p>YES</p>	<p>MP-RTQP-14.19, Training Records Administration</p>
<p>425. The Training Director, or designee, ensures all AMWTP personnel working at the MWMUs are appropriately trained prior to initiating any work that may cause the employee to be potentially exposed to MW.</p>	<p>YES</p>	<p>MP-RTQP-14.2, Training Staff Qualification MP-RTQP-14.20, Training Implementation Matrix</p>
<p>426. The Training Director, or designee, with assistance from management, is responsible for the scheduling and completion of all required training.</p>	<p>YES</p>	<p>MP-RTQP-14.20, Training Implementation Matrix MP-RTQP-14.2, Training Staff Qualification</p>

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427. All AMWTP personnel directly involved with activities at the MWMUs receive access orientation.	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification And Certification
428. MWMU access orientation covers: <ul style="list-style-type: none"> • General description of the MWMU, • Waste management activities performed in the MWMU, • Contingency Plan contents, • MWMU access and security requirements, and • Hazards associated with the MWMU. 	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans
429. The Contingency Plan training addresses emergency equipment use, availability, and location; alarms, evacuation procedures and routes; and other relevant emergency procedures.	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification And Certification
430. AMWTP personnel, involved with the management of MW, receive annual HWMA/RCRA refresher training.	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification And Certification
431. This training is conducted to review the Contingency Plan (see attachment 7), inspections required, MW management procedures, and other relevant topics.	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification And Certification
432. AMWTP personnel working at the MWMUs also receive additional training if their job involves potential exposure to MW. These workers receive Hazardous Waste Operations and Emergency Response (HAZWOPER) training for TSD facilities (24 hr-initial), as specified in 29 CFR 1910.120 (p).	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification And Certification

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<p>433. Additionally, some AMWTP personnel involved in MW operations, described at 29 CFR 1910.120 (p), may receive training in:</p> <ul style="list-style-type: none"> • respirator use and fit test, • radiation worker training, • first aid, and cardiopulmonary resuscitation (CPR). 	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification And Certification</p>
<p>434. AMWTP personnel in craft occupations and certain technicians receive specialized training in the areas applicable to their job assignments. This training is required for acquiring and maintaining certification in their trade, or validating proficiency to perform certain tasks.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification And Certification</p>
<p>435. Results of examinations, evaluations, and reviews are documented. Completed checklists, examinations, and evaluations are placed in each individual's training record.</p>	<p>YES</p>	<p>MP-RTQP-14.19, Training Records Administration</p>
<p>436. In order to verify personnel attendance at such a course, a copy of the class certification or other documentation is maintained in the training files.</p>	<p>YES</p>	<p>MP-RTQP-14.19, Training Records Administration</p>
<p>437. The AMWTP Training Director, or designee, is responsible for fulfilling the requirements of the Training Director as specified at IDAPA 58.01.05.008 [40 CFR 264.16(a)(2)]. The Training Director, or designee, is responsible for ensuring that personnel at the AMWTP are trained in programs and procedures for management of MW, environmental requirements, industrial and radiation safety, Contingency Plan, and operational skills and technical training.</p>	<p>YES</p>	<p>MP-RTQP-14.2, Training Staff Qualification MP-RTQP-14.20, Training Implementation Matrix</p>
<p>438. The Training Director, or designee, is responsible for the development or approval of the training courses provided to AMWTP employees.</p>	<p>YES</p>	<p>MP-RTQP-14.2, Training Staff Qualification MP-RTQP-14.20, Training Implementation Matrix</p>
<p>439. The Training Director, or designee, reviews lesson plans and instructor's qualifications to validate the acceptance of the training course.</p>	<p>YES</p>	<p>MP-RTQP-14.9, Instructional Materials Development, Revision and Control</p>
<p>440. The Training Director, or designated trainers, are qualified to instruct AMWTP personnel about the subject matter that is being presented in training.</p>	<p>YES</p>	<p>MP-RTQP-14.2, Training Staff Qualification</p>
<p>441. Such trainers have satisfactorily completed a Training Plan for teaching the subject(s), or they have the academic credentials and instructional experience necessary for teaching the subject(s).</p>	<p>YES</p>	<p>MP-RTQP-14.2, Training Staff Qualification</p>

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442. The Training Director, and designated trainers, are trained in MW management procedures.	YES	MP-RTQP-14.2, Training Staff Qualification
443. The Training Director, or designee, ensures the MW management training (including training on the implementation of the Contingency Plan) is provided to the AMWTP personnel that are working at the MWMUs and that the training is relevant to the positions in which they are assigned.	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, PERSONNEL QUALIFICATION AND CERTIFICATION
444. The Training Director, or designee, is trained and qualified in the management of MW.	YES	MP-RTQP-14.2, Training Staff Qualification
445. In addition, the Training Director, or designee, provides overall leadership and management direction to the AMWTP training organization. The Training Director's, or designee's, duties include the following: <ul style="list-style-type: none">• Provide direction to the training organization,• Ensure training personnel performance is evaluated,• Provide direction for and approve the AMWTP Training Plan,• Ensure AMWTP personnel receive training appropriate to their positions,• Ensure all program objectives and requirements are satisfied, and• Ensure the Training Plan meets the requirements of IDAPA 58.01.05.008 (40 CFR 264.16) and 29 CFR 1910.120.	YES	MP-RTQP-14.2, Training Staff Qualification MP-RTQP-14.20, Training Implementation Matrix
446. Individual Training Plan profiles are prepared for each AMWTP position description that requires a formal Training Plan.	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans
447. Each profile serves as a training guide to identify the minimum requirements for achieving and maintaining required qualifications and certifications. The profile also serves as a checklist to ensure training record completeness.	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans
448. Training requirements for each position are maintained in the Operating Record.	YES	MP-RTQP-14.19, Training Records Administration MP-EC&P-7.17, AMWTP Facility Operating Record

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449. At a minimum, each individual Training Plan profile identifies the following: <ul style="list-style-type: none"> • Job description, • Qualifications, and • Training requirements. 	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans
451. Special-case training is documented in the training records.	YES	MP-RTQP-14.19, Training Records Administration
452. Profiles include requirements for hazardous and MW management and emergency response training. The AMWTP Training Director, or designee, is responsible for monitoring the status of personnel qualifications and certifications.	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.2, Training Staff Qualification
453. Each exemption/equivalency is granted in writing and documented in the individual's training record.	YES	MP-RTQP-14.3, Exceptions and Extensions to Training, Qualification and Certification
454. Emergency response training is provided to all AMWTP personnel that work at the MWMUs, including specialized training for the AMWTP Emergency Response Organization (ERO).	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification And Certification
455. All personnel requiring unescorted access to the MWMUs receive training on the appropriate response to take when a fire, explosion, or release of MW is occurring or imminent at the MWMUs	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification And Certification
456. This training provides instructions on controlling or responding to the incident and safe evacuation from the building/area. The Training Plan includes the following, as applicable: <ul style="list-style-type: none"> • Procedures for using, inspecting, repairing, and replacing emergency and monitoring equipment, • Use of communications or alarm systems, • Response to fires or explosions, and • Shutdown of operations. 	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification And Certification

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457. Documentation that the AMWTP personnel working at the MWMUs have received initial emergency response training, annual training, and specialized training is maintained in their training records.	YES	MP-RTQP-14.19, Training Records Administration
458. In conjunction with MWMU access orientation, designated employees enter a qualification or certification program specific to their job assignments.	YES	MP-RTQP-14.4, Personnel Qualification And Certification
459. Job assignments, which require the completion of a qualification or certification program, have time requirements associated with the Training Plan.	YES	MP-RTQP-14.4, Personnel Qualification And Certification
460. Initial training requirements are completed within six months of the individual's date of employment or assignment to a MWMU work location when their position involves the management of MW.	YES	MP-RTQP-14.4, Personnel Qualification And Certification
461. Employees do not work in unsupervised positions involving MW until they have completed the minimum specified training requirements.	YES	MP-RTQP-14.4, Personnel Qualification And Certification
462. Training files include documentation of completed training, such as class rosters, signed checklists, completed exams, data base printouts, and other documents verifying training. For training provided by organizations external to the AMWTP, the original training records are typically maintained by the presenting organizations, and a copy of corresponding records is forwarded to the AMWTP Training Director, or designee. This information is entered into the individual's training record.	YES	MP-RTQP-14.19, Training Records Administration
463. A training record includes the person's name, identification number, job title/position, and associated training documentation.	YES	MP-RTQP-14.19, Training Records Administration
464. Each training file includes the person's individual training profile, which identifies the minimum required introductory and continuing training for the calendar year.	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification And Certification
465. The form is signed by the trainee and the appropriate manager and is updated annually.	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans

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466. Training records for AMWTP personnel are maintained as part of the Operating Record per IDAPA 58.01.05.008 (40 CFR 264.73).	YES	MP-RTQP-14.19, Training Records Administration MP-EC&P-7.17, AMWTP Facility Operating Record
MP-EC&P-03-IM HWMA/RCRA Implementation Matrix Appendix B – TSA Interim Status Requirements		
245. Personnel involved in MW handling, management, and operations at the TSA IS Units participate in a comprehensive Training Plan.	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification And Certification
246. In general, these employees receive training on operations, proper handling and management of MW, emergency response procedures, and other HWMA/RCRA related topics.	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification And Certification
247. The training consists of a combination of self-study, classroom instruction, computer-based training, and on-the-job training (OJT) in conjunction with qualification programs.	YES	MP-RTQP-14.20, Training Implementation Matrix MP-RTQP-14.4, Personnel Qualification And Certification
248. The AMWTP Training Organization maintains the following documents as part of the Operating Record: <ul style="list-style-type: none"> • The job title and position description, including requisite skills, education, qualifications, and duties for each position related to the management of MW and the names of the employee filling each job. • Written descriptions of the type and amount of both introductory and continuing training required by each person filling a job position involved with the management of MW in the TSA IS Units. • Records that document that the minimum training and qualification requirements for the AMWTP personnel involved with management of MW have been successfully completed. 	YES	MP-RTQP-14.19, Training Records Administration

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249. The Training Director, or designee, ensures all AMWTP personnel working at the TSA IS Units are appropriately trained prior to initiating any work that may cause the employee to be potentially exposed to MW.	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification And Certification
250. The Training Director, or designee, with assistance from management, is responsible for the scheduling and completion of all required training.	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification And Certification
251. All AMWTP personnel directly involved with activities at the TSA IS Units receive access orientation.	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification And Certification
252. Access orientation covers: <ul style="list-style-type: none"> • General description of the TSA IS Units, • Waste management activities performed in TSA IS Units, • Contingency Plan contents, • Access and security requirements, and • Hazards associated with the TSA IS Units. 	YES	MP-RTQP-14.4, Personnel Qualification And Certification
253. The Contingency Plan training addresses emergency equipment use, availability, and locations; alarms, evacuation procedures and routes; and other relevant emergency procedures.	YES	MP-RTQP-14.4, Personnel Qualification And Certification
254. AMWTP personnel, involved with the management of MW, receive annual HWMA/RCRA refresher training.\	YES	MP-RTQP-14.4, Personnel Qualification And Certification
255. This training is conducted to review the Contingency Plan (See Section G), inspections required, MW management procedures, and other relevant topics.	YES	MP-RTQP-14.4, Personnel Qualification And Certification

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<p>256. AMWTP personnel working at the TSA IS Units also receive additional training if their job involves potential exposure to MW. These workers receive Hazardous Waste Operations and Emergency Response (HAZWOPER) training for treatment, storage, or disposal (TSD) facilities (24 hr-initial), as specified in 29 CFR 1910.120 (p).</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification And Certification</p>
<p>257. Additionally, some AMWTP personnel involved in MW operations, described at 29 CFR 1910.120 (p), may receive training in:</p> <ul style="list-style-type: none"> • respirator use and fit test, • radiation worker training, • first aid, and • cardiopulmonary resuscitation (CPR). 	<p>YES</p>	<p>MP-ISIH-2.18, Respirator Protection Program MP-ISIH-2.7, Chronic Beryllium Disease Prevention Plan MP-RTQP-14.22, Radiological Safety Training MP-ISIH-2.6, Confined Space Program MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification And Certification</p>
<p>258. AMWTP craft personnel and certain technicians receive specialized training in the areas applicable to their job assignments. This training is required for acquiring and maintaining certification in their trade, or validating proficiency to perform certain tasks.</p>	<p>YES</p>	<p>MP-RTQP-14.4, Personnel Qualification And Certification</p>
<p>259. Results of examinations, evaluations, and reviews are documented. Completed checklists, examinations and evaluations are placed in each individual's training record.</p>	<p>YES</p>	<p>MP-RTQP-14.19, Training Records Administration</p>
<p>260. In order to verify personnel attendance at such a course, a copy of the class certification or other documentation is maintained in the training files.</p>	<p>YES</p>	<p>MP-RTQP-14.19, Training Records Administration</p>
<p>261. The AMWTP Training Director, or designee, is responsible for fulfilling the requirements of the Training Director as specified at IDAPA 58.01.05.009 [40 CFR 265.16(a)(2)].</p>	<p>YES</p>	<p>MP-RTQP-14.2, Training Staff Qualification MP-RTQP-14.20, Training Implementation Matrix</p>
<p>262. The Training Director, or designee, is responsible for ensuring that personnel at the AMWTP are trained in programs and procedures for management of MW, environmental requirements, industrial and radiation safety, Contingency Plan, operational skills and technical training</p>	<p>YES</p>	<p>MP-RTQP-14.2, Training Staff Qualification MP-RTQP-14.20, Training Implementation Matrix</p>

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263. The Training Director, or designee, is responsible for the development or approval of the training courses provided to AMWTP employees.	YES	MP-RTQP-14.2, Training Staff Qualification MP-RTQP-14.9, Instructional Materials Development, Revision and Control
264. The Training Director, or designee, reviews lesson plans and instructor's qualifications to validate the acceptance of the training course.	YES	MP-RTQP-14.19, Training Records Administration
265. The Training Director, or designated trainers, is/are qualified to instruct AMWTP personnel about the subject matter that is being presented in training.	YES	MP-RTQP-14.2, Training Staff Qualification
266. Such trainers have satisfactorily completed a Training Plan for teaching the subject(s), or they have the academic credentials and instructional experience necessary for teaching the subject(s).	YES	MP-RTQP-14.2, Training Staff Qualification
267. The Training Director, and designated trainers, are trained in MW management procedures.	YES	MP-RTQP-14.2, Training Staff Qualification
268. The Training Director, or designee, ensures the MW management training (including training on the implementation of the Contingency Plan) is provided to the AMWTP personnel that are working at the TSA IS Units and that the training is relevant to the positions in which they are assigned.	YES	MP-RTQP-14.2, Training Staff Qualification MP-RTQP-14.20, Training Implementation Matrix
269. In addition, the Training Director, or designee, provides overall leadership and management direction to the AMWTP training organization. The Training Director's, or designee's, duties include the following: <ul style="list-style-type: none">• Provide direction to the training organization,• Ensure training personnel performance is evaluated,• Provide direction for and approval of the AMWTP Training Plan,• Ensure AMWTP personnel receive training appropriate to their positions,• Ensure all program objectives and requirements are satisfied, and• Ensure the Training Plan meets the requirements of IDAPA 58.01.05.009 (40 CFR 265.16) and 29 CFR 1910.120.	YES	MP-RTQP-14.2, Training Staff Qualification MP-RTQP-14.20, Training Implementation Matrix
270. Individual Training Plan profiles are prepared for each AMWTP position description that requires a formal Training Plan.	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans

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271. Each profile serves as a training guide to identify the minimum requirements for achieving and maintaining required qualifications and certifications. The profile also serves as a checklist to ensure training record completeness.	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans
272. Training requirements for each position are maintained in the Operating Record. MP-EC&P-7.17 273 At a minimum, each individual Training Plan identifies the following: <ul style="list-style-type: none"> • Job description, • Qualifications, and • Training requirements. 	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans
274. Some positions may require specialized training (e.g., HWMA/RCRA Secondary Containment System Repair Procedure, Container Repair Procedure, etc.). Special-case training is documented in the training records.	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.19, Training Records Administration
275. Profiles include requirements for hazardous and MW management and emergency response training.	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans
276. The AMWTP Training Director, or designee, is responsible for monitoring the status of personnel qualifications and certifications.	YES	MP-RTQP-14.20, Training Implementation Matrix MP-RTQP-14.2, Training Staff Qualification
278. Each exemption/equivalency is granted in writing and documented in the employee's training record.	YES	MP-RTQP-14.3, Exceptions and Extensions to Training, Qualification and Certification
279. Emergency response training is provided to all AMWTP personnel that work at the TSA IS Units, including specialized training for the AMWTP ERO.	YES	MP-RTQP-14.4, Personnel Qualification And Certification
280. All personnel requiring unescorted access to the TSA IS Units receive training on the appropriate response to take when a fire, explosion, or significant release of MW is occurring or imminent at the TSA IS Units.	YES	MP-RTQP-14.4, Personnel Qualification And Certification

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<p>281. This training provides instructions on controlling or responding to the incident and safe evacuation from the building/area. The Training Plan includes the following, as applicable:</p> <ul style="list-style-type: none"> • Procedures for using, inspecting, repairing, and replacing emergency and monitoring equipment; • Use of communications or alarm systems; • Response to fires or explosions; and • Shutdown of operations. 	<p>YES</p>	<p>MP-RTQP-14.4, Personnel Qualification And Certification</p>
<p>282. Documentation that the AMWTP personnel working at the TSA IS Units have received initial emergency response training, annual training, and specialized training is maintained in their training records.</p>	<p>YES</p>	<p>MP-RTQP-14.19, Training Records Administration</p>
<p>283. In conjunction with the TSA IS Units access orientation, designated employees enter a qualification or certification program specific to their job assignments. Job assignments, which require the completion of a qualification or certification program, have time requirements associated with the Training Plan.</p>	<p>YES</p>	<p>MP-RTQP-14.4, Personnel Qualification And Certification</p>
<p>284. Initial training requirements are completed within six months of the individual's date of employment or assignment to a TSA IS Unit work location when their position involves the management of MW.</p>	<p>YES</p>	<p>MP-RTQP-14.4, Personnel Qualification And Certification</p>
<p>285. Employees do not work in unsupervised positions involving MW until they have completed the minimum specified training requirements.</p>	<p>YES</p>	<p>MP-RTQP-14.4, Personnel Qualification And Certification</p>
<p>286. Training files include documentation of completed training, such as class rosters, signed checklists, completed exams, data base printouts, and other documents verifying training.</p>	<p>YES</p>	<p>MP-RTQP-14.19, Training Records Administration</p>
<p>287. For training provided by organizations external to the AMWTP, the original training records are typically maintained by the presenting organizations, and a copy of corresponding records is forwarded to the AMWTP Training Director, or designee. This information is entered into the individual's training record.</p>	<p>YES</p>	<p>MP-RTQP-14.3, Exceptions and Extensions to Training, Qualification and Certification MP-RTQP-14.19, Training Records Administration</p>
<p>288. A training record includes the person's name, identification number, job title/position, and associated training documentation.</p>	<p>YES</p>	<p>MP-RTQP-14.19, Training Records Administration</p>
<p>289. Each training file includes the person's individual training profile, which identifies the minimum required introductory and continuing training for the calendar year.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans</p>

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290. The form is signed by the trainee and the appropriate manager and is updated annually.	YES	MP-RTQP-14.19, Training Records Administration
291. Training records for AMWTP personnel are maintained as part of the Operating Record per IDAPA 58.01.05.009 (40 CFR 265.73). MP-EC&P-7.17	YES	MP-EC&P-7.17, AMWTP Facility Operating Record MP-RTQP-14.19, Training Records Administration
9. QAPP-01 Quality Assurance Program Plan		
Introduction Continuous improvement is built into other programs and processes in the AMWTP through periodic, routine revisions and upgrades to training programs and operating procedures.	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-DOCS-18.4, Document Control
Introduction Lessons learned are reflected in equipment modifications, procedural changes, and training to ensure safe and efficient operation of the facility.	YES	MP-ISIH-2.43, Lessons Learned MP-RTQP-14.17, Incorporating Change Actions and Lessons Learned into Training
Introduction Subcontractors are required to implement continuous improvement programs commensurate with their responsibilities in AMWTP.	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification And Certification
1.3.3. The Operations Manager is responsible for: Hires, trains and develops facility functioning work teams.	YES	MP-ADMN-1.6, Recruitment, Selection and Hiring of Personnel MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification And Certification
1.3.10. The Price Anderson Amendments Act (PAAA) Coordinator is responsible for training personnel on the PAAA process and rules for identification of PAAA issues.	YES	MP-Q&SI-5.2, Price Anderson Amendment Act Reporting

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2.2.1. The company shall hire employees with the proper educational background and experience (formal degrees, diplomas, and/or years of experience) to fit established positions. Training and qualifications shall be commensurate with the project's scope, complexity, and nature of the activities performed. Indoctrination and training programs are established and implemented to familiarize personnel with all applicable requirements for the assigned tasks.	YES	MP-ADMN-1.6, Recruitment, Selection and Hiring of Personnel MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification And Certification
2.2.2. Qualification and training processes ensure that personnel achieve and maintain the required capabilities, supporting one of the principles of a SMS.	YES	MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification And Certification
2.2.3. Personnel will receive indoctrination and training to the AMWTP QAPP, implementing procedures and systems developed to govern and support quality-related activities as well as the project's overall quality process. Indoctrination provides a broad overview to personnel of the project's QAPP and includes discussion of the applicable regulations, codes, standards and contractual QA requirements.	YES	MP-RTQP-14.1 , Preparation and Administration of Individual Training Plans MP-RTQP-14.4 , Personnel Qualification And Certification
2.2.4. Training is provided, as necessary, to ensure that personnel are capable of performing their assigned tasks and that they maintain proficiency in accomplishing assigned tasks in accordance with the applicable requirements. Training provides knowledge of the correct processes and methods to accomplish the assigned tasks. Indoctrination and training shall be accomplished as soon as practicable after individual assignment, but prior to performance of quality activities. Indoctrination and training activities are documented in accordance with project implementing procedures.	YES	MP-RTQP-14.1 , Preparation and Administration of Individual Training Plans MP-RTQP-14.4 , Personnel Qualification And Certification
2.2.5. Performance based training shall be provided as appropriate to assure: knowledge of the correct processes and methods to accomplish assigned tasks, an understanding of the fundamentals of the work, and the context within which the work is performed. The training shall employ actual components/equipment appropriate for the work or mock-ups of the components/equipment.	YES	MP-RTQP-14.4 , Personnel Qualification And Certification MP-RTQP-14.13 , Performance Assessments
2.2.6. Training goals, lesson plans and other training materials are developed, as required, and used to effectively deliver training. Training materials are controlled to ensure that the latest versions are used.	YES	MP-RTQP-14.7 , Designing Courses MP-RTQP-14.9 , Training Records Administration

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<p>2.2.7. Lessons learned from assessments, incident investigations, deficiency reports, nonconformance reports, safety items concerns and requests will be included as part of ongoing training for project personnel. Project Management shall be responsible for the dissemination of this kind of information to project personnel.</p>	<p>YES</p>	<p>MP-ISIH-2.43 MP-RTQP-14.17, Incorporating Change Actions and Lessons Learned into Training</p>
<p>2.2.8. Training requirements for all AMWTP personnel will be established for the operation, maintenance, and technical support of the project. The objectives of the training and qualification program are the following:</p> <ul style="list-style-type: none"> • Assign responsibilities and provide requirements for establishing, implementing, documenting, and evaluating training programs for employees. • Commit to the continuing development of employees to ensure quality performance from a technically competent, multi skilled work force. • Establish the requirements for the training and qualification of the technical employees and managers who provide management direction or oversight that could impact the safety construction and operation of the AMWTP facilities. 	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification And Certification MP-RTQP-14.16, Training Program Evaluation MP-RTQP-14.19, Training Records Administration</p>
<p>2.3.1. The AMWTP Management is responsible for assuring that all personnel under their control and supervision are provided indoctrination and training sufficient to accomplish their assigned tasks.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification And Certification</p>
<p>2.3.2. The QA Manager/Designee is responsible for providing the initial indoctrination presentation for the QAPP.</p>	<p>YES</p>	<p>MP-RTQP-14.7, Designing Courses MP-RTQP-14.9, Training Records Administration</p>
<p>2.3.3. Qualification and training requirements shall be reviewed by management on a continuing basis to ensure that they continue to reflect the current systems, procedures, policies, and requirements applicable to each position. These reviews are documented through Training Plan reviews and as part of management assessments.</p>	<p>YES</p>	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans MP-RTQP-14.4, Personnel Qualification And Certification MP-RTQP-14.17, Incorporating Change Actions and Lessons Learned into Training</p>

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2.3.4. The QA Manager shall additionally evaluate the training and qualification program status and effectiveness on an annual basis as detailed in Section 10. Training effectiveness shall be evaluated to ensure that the training program conveys all required knowledge and skills.	YES	MP-M&IA-17.2, Independent Assessment
<p>5.3.4. Management shall assure that the following are clearly defined and conveyed to workers through qualification training or other appropriate means prior to beginning work:</p> <ul style="list-style-type: none"> • Customer and data requirements for the work and final product; • Acceptance criteria applicable to work and final product; • Hazards associated with the work; • Technical Standards applicable to work and final product; • Safety, administrative, technical, and environmental controls to be employed during the work. 	YES	<p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans</p> <p>MP-RTQP-14.4, Personnel Qualification And Certification</p>
8.2.3.... Inspections by persons during on-the-job training for qualification shall be performed under the direct observation of a qualified person and verification of conformance shall be by the qualified person.	YES	<p>MP-RTQP-14.4, Personnel Qualification And Certification</p> <p>MP-RTQP-14.13, Performance Assessments</p>
8.2.4. Inspection, test, and independent assessment personnel will be trained/qualified/certified to a competence level commensurate with responsibilities, ensuring implementation of an integrated SMS guiding principle. Personnel training and qualification are addressed in Section 2.	YES	<p>MP-ADMN-1.6, Recruitment, Selection and Hiring of Personnel</p> <p>MP-RTQP-14.1, Preparation and Administration of Individual Training Plans</p> <p>MP-RTQP-14.4, Personnel Qualification And Certification</p> <p>MP-Q&SI-5.8, Qualifying Test Engineers, Supply Chain Inspectors, Auditors, Lead Auditors and Technical Specialists.</p>

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10.2.3. Qualification and training processes for personnel conducting independent assessments will ensure that personnel achieve and maintain the required capabilities.	YES	MP-RTQP-14.1 , Preparation and Administration of Individual Training Plans MP-RTQP-14.4 , Personnel Qualification And Certification MP-Q&SI-5.8 , Qualifying Test Engineers, Supply Chain Inspectors, Auditors, Lead Auditors and Technical Specialists.